

# CENTER CHRISTIAN CHURCH BUILDING USE POLICY

The Center Christian Church building was built and is maintained by the members of the Center Christian Church congregation. The facilities are for the worship and the building of Jesus Christ and His Kingdom. The Congregation desires to share the use of this building with others whose purpose is to glorify the Lord Jesus Christ.

## PLEASE NOTE THE FOLLOWING GUIDELINES:

1. All activities in the building are to be consistent with the overall mission and purpose of the Center Christian Church.
2. Because it is a place of worship and Christian education and not a commercial building, the building cannot be used for commercial purposes.
3. The church building is available for weddings, etc. A deposit to reserve the building is required and a break down of deposits and charges are as follows:

Deposit for the church	\$300.00
Charge for wedding director	\$100.00
Charge for running sound system (if used)	\$50.00
Charge for cleaning the church (if wedding party does not clean)	\$100.00
Deposit for the Fellowship Hall	\$150.00
Charge for cleaning the Fellowship Hall (same as above)	\$75.00

The balance of the deposit (for weddings, etc) will be refunded if the minimum cleaning list is completed and there have not been any damages.
4. Only authorized people may run the church sound system. And the above charge will be applied if used.
5. In the event that the person presiding the ceremony is not the minister at Center Christian Church, approval **MUST** be obtained in advance from the Board of Elders of Center Christian Church.
6. Reservation for the use of the building should be made at least two weeks in advance, through the Elders, Preacher(s) and/or Wedding Director. Please contact the church office for reservation forms.
7. Church activities take precedence over other activities in the use of the building.
8. An adult sponsor (over 21 years of age) approved by the Wedding Director or the Wedding Director must be present for any activity.
9. Users are expected to secure the building when leaving. Classrooms should be left as they were found, everything back in its proper place, building clean, and all lights turned off.
10. Decorating may begin no sooner than two days prior to the event.
11. If candles are used (during weddings, receptions, etc) they must be the dripless type.
12. All refreshments must stay in the Fellowship Hall.
13. Those using the building will be expected to pay for breakage or damage they may cause.
14. No smoking, tobacco, or alcohol will be allowed in the church building, fellowship hall, or on the premises at any time.

# CENTER CHRISTIAN CHURCH BUILDING USE RESERVATION FORM

DATE (OF RESERVATION): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

DATE DEPOSIT MADE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

DATE OF BUILDING USE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NAMES(S) \_\_\_\_\_

PURPOSE OF BUILDING USE: \_\_\_\_\_

WHATE PARTS OF THE BUILDING TO BE USED: \_\_\_\_\_

DEPOSIT FOR CHURCH BUILDING: \_\_\_\_\_

DEPOSIT FOR FELLOWSHIP HALL: \_\_\_\_\_

BUILDING ROOMS USED \_\_\_\_\_

WAS THE FELLOWSHIP HALL USED?	YES	NO
WAS SOUND SYSTEM USED?	YES	NO
WAS CLEANING PERFORMED?	YES	NO
WAS FURNITURE PUT BACK IN PLACE?	YES	NO
WAS ANYTHING DAMAGED?	YES	NO

IF YES, WHAT? \_\_\_\_\_

DATE OF REFUND: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

AMOUNT OF REFUND: \$ \_\_\_\_\_