

## Christ Church PCA Building Use Policy

The buildings and grounds of Christ Church, PCA (CCPCA) belong to the Lord and have been placed in the keeping of His people for the purpose of advancing His kingdom through worship, fellowship, and service. It is the desire and firm resolve of the membership of CCPCA to insure that all activities that take place in its facilities and on its grounds are in accordance with this guiding principle. Persons desiring to use the facilities will be asked to affirm that the use will be in keeping with the above principle.

The stewardship of the building and grounds is the responsibility of the Deaconate. The use of the building and grounds will be managed through the Facility Coordinating Team (FCT).

### Who can use the facilities?

- Personal use of the facilities by members of the congregation for appropriate celebration of special occasions will be allowed based on availability providing conditions mentioned in the policy are met and costs are covered (see Personal Use Deposit Structure below).
- Members of the congregation receiving approval may use facilities and grounds for church related functions without providing a damage deposit.
- Use of facilities for weddings will be governed by this policy as well as the Wedding Policy.
- For-profit organizations and activities are strictly prohibited.

### How can the facilities be used?

- CCPCA grounds are a drug, tobacco and alcohol free campus.

- A Building and Property Use Application shall be completed and returned to the church electronically or during regular office hours no later than two weeks prior to an event. A response can be expected within five business days.
- A Deacon, Elder, or CCPCA Member approved by the FCT, who has access to a key will need to open and close the building.
- Except as allowed by law, firearms or weapons are prohibited from being carried or used on CCPCA property and during CCPCA activities.

### What can be used?

- Users are only permitted to access the rooms assigned by the FCT.
- The CCPCA parking lot is considered part of the CCPCA grounds and is therefore subject to the requirement of having an approved Building and Property Use Application.
- Food and drinks are permitted in the kitchen, multipurpose room, and classroom-5. All other food and beverage locations must be approved by the FCT.
- CCPCA physical property including, but not limited to, supplies, chairs, and tables must be protected from loss, misuse, and damage.

Therefore use of church facilities does not include:

- Use of mechanical, office, audio/visual, sports, or kitchen equipment and supplies, unless special permission is obtained.
  - The use and reproduction of articles, books, and video recordings must be consistent with intellectual property laws.
- Requests for any CCPCA equipment must be made to the FCT.

**Once your event is approved:**

- Each group using the Church building, related facilities and grounds must designate a responsible party who is a member of the congregation and who will be responsible for the care of the facilities and grounds. This person must attend the event and insure that the facilities are cleaned and equipment is returned to its proper place. The responsible party will be held accountable for any damaged or missing church property.
- Decorations must be approved by the FCT. All decorations must be carefully put up and removed so as not to mar any part of the permanent fixtures. All approved items must use a predetermined adhesive provided by the CCPCA office for a fee. Use of nails and tacks is not permitted
- A cleaning list for after an event will be provided to the designated responsible party. This checklist must be completed and signed and turned into the Administrative Assistant’s mailbox immediately following the event. Failure to complete the responsibilities on the cleaning list will result in the labor and material costs incurred to clean/arrange/repair being charged to the responsible party, and will jeopardize future use. These costs will be deducted from the damage deposit. If the damage deposit is not sufficient, additional charges will be billed to the responsible party. Fees to cover the labor costs will be charged at the current custodial rate, plus the cost of cleaning supplies and materials. (See Personal Use Deposit Structure below)
- Use of the facilities will be assigned on a modified first come first served basis. In the case of multiple requests being reviewed by the FCT, all corporate church events and those related directly to the ministries of CCPCA will have priority.

**Personal Use Deposit Structure**

(Note: Only checks or cash. Credit Cards are not accepted.)

| Description              | Damage Deposit |
|--------------------------|----------------|
| Sanctuary                | \$50.00        |
| Multi-Purpose Room       | \$50.00        |
| Kitchen                  | \$50.00        |
| Classroom #5             | \$50.00        |
| Any combination of above | Accumulative   |
| Key Deposit              | \$100.00       |
| Audio Video              | \$50.00        |

Audio Video usage is only with Christ Church Approved Operator.