

MARSHALL FIRST CHRISTIAN CHURCH

BUILDING USE POLICY

DATE: January 7, 2015

FACILITIES USE POLICY

The Lord has richly blessed FCC with wonderful grounds and facilities by which to serve Him. It is our desire to share this blessing with the church and our community. Growing ministries and a growing church family has necessitated the adaptation of these guidelines in order that all facilities can be used and enjoyed to the fullest extent with the fullest efficiency. The following scheduling priorities have been established and will govern all decisions concerning the building use:

- 1) The first purpose and priority of our building is to serve the church body as a whole. Church-wide activities will always be given top priority in building use. In some cases such activities may bump previously scheduled events, except for weddings, to another area of the building. In rare occasions, previously scheduled non-church activities may require rescheduling to another date.
- 2) Our second scheduling priority will be the regular ongoing activities of the church's recognized ministry groups (youth, small groups, etc.) God and Christ centered activities are given first priority.
- 3) Our facility may be available for non-church activities. These activities must be officially scheduled and then **sponsored by an active member of First Christian Church**. Such activities will be approved through the office on the basis of space availability. The **sponsoring member is expected to be present at the activity and to accept responsibility for proper cleanup and for adherence to the facility use rules as described herein**.
- 4) No "For Profit" organizations are allowed to be scheduled for reoccurring building use.
- 5) All requests of scheduling must be made on the proper forms and must be approved by the church office or appointed team.

FACILITIES USE RULES

- 1) WEDDINGS, REHEARSALS, RECEPTIONS, AND OTHER REQUESTED EVENTS WILL BE SCHEDULED AROUND THE CHURCH CALENDAR OF ACTIVITIES, WHICH COMES FIRST.**
 - a) First come basis, unless a conflict, then the church members will take precedence.
 - b) Building use is subject to being approved by the First Christian Church office. A facility use form must be submitted for approval a minimum of two weeks prior to the requested use date. Wedding events should be submitted no less than three months prior to the requested use date.
 - c) No scheduling will be permitted beyond one year.

- 2) THERE IS A CHARGE FOR THE USE OF THE FIRST CHRISTIAN CHURCH BUILDING. THE FEES ARE IDENTIFIED IN FIRST CHRISTIAN CHURCH BUILDING USE FEE SCHEDULE.**
 - a) Inactive members will be charged the same as non-members. Inactive members are those who have not regularly attended in the last six months.
 - b) All fees and deposits must be paid a minimum of two weeks prior to the event date. Failure to provide the required fees in advance will subject the event to being removed from the church use calendar.

- 3) SECURITY LOCKUP IS 10:00 PM. ALL ACTIVITIES MUST END NO LATER THAN 9:00 P.M. INCLUDING THE NECESSARY TIME FOR CLEANUP.**

- 4) FOOD IS ONLY ALLOWED IN DESIGNATED AREAS. PLEASE HELP ENFORCE OUR FOOD POLICY WITH YOUR GUESTS.**
 - a) No food is allowed in the Sanctuary.

- 5) NO ALCOHOLIC BEVERAGES OR SMOKING ARE ALLOWED IN OUR FACILITY OR ON THE GROUNDS.**
 - a) No beverages containing red dye are to be served in our building.

- 6) YOU ARE RESPONSIBLE FOR THE SETUP AND TEAR DOWN OF YOUR EVENT.**
 - a) Tables and chairs should not be moved from one room to another without prior authorization granted on the facility use form.
 - b) Tables and chairs must be returned back to their original location and organized per the Classroom Checklist displayed in each room.
 - c) Furniture, music instruments, chairs, and decorations located in the Sanctuary must not be moved without prior authorization of the church office and must only be performed by approved personnel. Notify the Maintenance Administrator at least 72 hours in advance of any furniture arrangement.

- d) No candles, flowers or anything else are to be placed on the musical instruments. If candles are used, plastic must be placed under them. The church does not supply plastic.
 - e) Adjusting the lighting or heating and air conditioning is prohibited except by authorized church personnel.
 - f) No glue, tape, tacks, or nails are to be used to attach anything to church property.
 - g) Helium filled balloons are not allowed in the church Sanctuary.
 - h) Rice and birdseed will be used outside only! Please distribute it to guests as they are leaving the building. Use north or south side exit only in using rice or birdseed. Make sure that the first set of doors is closed before rice or birdseed is thrown.
- 7) KITCHEN APPLIANCES, EQUIPMENT, AND SUPPLIES MAY BE USED BY MEMBERS ONLY.**
- a) Items must be cleaned and/or wiped down after use.
 - b) Items must be returned to their proper storage area after use.
- 8) ELECTRONIC EQUIPMENT, DEVICES, ORGAN, PIANO, AND MUSICAL INSTRUMENTS MAY ONLY BE USED AND OPERATED BY AUTHORIZED CHURCH PERSONNEL.**
- a) Applicant is responsible for contacting and scheduling authorized church personnel necessary to operate requested equipment, organ, piano, and/or instruments. Contact church secretary for names.
 - b) Telephones are restricted to local calls only and may only be used by church members.
- 9) YOU ARE RESPONSIBLE FOR THE CLEANUP IMMEDIATELY AFTER YOUR SCHEDULED EVENT:**
- a) Decorations from your event must be removed immediately
 - b) Tables and counters must be wiped down.
 - c) Floors vacuumed or swept and spills cleaned up immediately.
 - d) Trash picked up and put in trashcans.
 - e) Utensils cleaned and properly stored.
 - f) Please take trash cans outside of the building before removing any liners.
- 10) ALL EXTERIOR DOORS AND WINDOWS ARE TO REMAIN CLOSED AS THE BUILDING IS CLIMATICALLY CONTROLLED.**
- 11) ONLY PARK IN DESIGNATED AREAS. NO PARKING IS ALLOWED ON THE CHURCH LAWN.**

12) BREAKAGE AND DAMAGE OF ANY KIND TO CHURCH PROPERTY IS TO BE REPORTED IMMEDIATELY TO THE CHURCH OFFICE.

- a) Regardless of the number of people, there is a damage deposit required by the person submitting the facility use application form. The deposit must be received two weeks prior to the event. It is the Building Administrators judgment to return the applicant's deposit. The deposit will be held by the church office until the event is over and building maintenance reports no experienced damage. If no damage is reported, the deposit will be refunded to the applicant within one week after the event.

WEDDING POLICY

We are pleased that you are considering the use of our facilities for such a joyous occasion as your wedding. We believe that marriage is ordained of God and, therefore, sacred and holy. We believe each wedding is a worship experience and involves a definite request for God to bless the marriage. The following guidelines are designed to assist us in providing positive help for lasting marriage relationships.

- 1) It is the belief of First Christian Church that God intends sexual intimacy to only occur between one man and one woman married to each other. As a corollary, it is also the belief that God intends that marriage is between one man and one woman. As such, the staff of First Christian Church may not be involved in a wedding, union, solemnization, celebration, ceremony, or any other description of a marriage that is not between one man and one woman. Further, the facilities of First Christian Church, when those facilities are to be used in relation to a marriage, wedding, union, anniversary or similar celebration, shall only be available for those marriages which meet God's intended design as set forth above. We affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment, and shared fidelity between one man and one woman.
- 2) Before a wedding is placed on the church calendar the groom and bride must meet with one of our ministers. In that conference a wedding work sheets will be completed and arrangements made for future counseling. (2-4 sessions)
- 3) After meeting with one of the ministers on our staff at First Christian and after an agreement is made to perform the wedding, the wedding will be scheduled on the church calendar upon the bride or groom completing and submitting a facility use application.
- 4) We feel that marriage is the most beautiful of human relationships, ordained by God, intended to bring happiness and fulfillment to men and women. Because of that, we feel it is our responsibility to handle each marriage in a way that will glorify God and ensure, as best as possible, a lifelong commitment between husband and wife. We believe in the Biblical design of marriage, one woman and one man for life. However, we do not believe divorce is the unforgivable sin, so we intend to work with couples that desire to be married but have been divorced. In order to uphold the Biblical view, commitment rather than divorce to our members, to our children, to the community, we reserve the right to ask couples that have been divorced to keep their weddings small and family oriented. We also reserve the right not to perform weddings when we feel there is no repentance and no attempt to build a new marriage in Christ. This is left to the discretion of the Ministers and Elders of First Christian Church.

- 5) There are four issues that the church expects the couple to address if they wish to marry at First Christian Church:
 - a) The couple should intend to build a Christian marriage and, therefore, be members of the Body of Christ.
 - b) That there be no co-habitation (living together) before the ceremony.
 - c) That the couple abstain from sexual involvement until after the wedding.
 - d) We encourage membership and attendance at First Christian Church.

QUESTIONS CONCERNING THESE ITEMS MAY BE REFERRED TO ONE OF THE MINISTERS.
A COMMITMENT TO THESE FOUR ISSUES IS REQUIRED BEFORE PLANS ARE FINALIZED.

- 6) There is a charge for the use of the First Christian Church building. The fees are identified in the attached First Christian Church rental fee schedule.
- 7) The bride and groom are responsible for seeing that all facility use rules are followed. They are also financially responsible for damages to the church building and/or property. First Christian is not responsible for loss of personal property.
- 8) Only First Christian Church ministers can be invited to conduct a wedding ceremony. The active church ministers must be consulted two months in advance of wedding date to request permission for a former Marshall First Christian minister to perform the wedding ceremony. If permission is granted, the same guidelines still apply and associated costs per the fee schedule will apply.

We congratulate you on your forthcoming wedding and hope that the use of our facilities will help make your wedding a memorable occasion. Beyond that, we hope your marriage in Christ is good, fulfilling and lasting.

FIRST CHRISTIAN CHURCH MINISTERS:

John R. Cutshall

Nathan Crews

Zach Fulton

Church Phone: 217-826-2306

Secretary: Sarah Martin

Building Administrators: Billy McCarter (217-822-6632),
David Sprigg (217-822-7203), or Jim Goodwin (217-251-4965)

Church Tech: Chris Scott (217) 251-7006

Tear Down/ Set up:

Church Event Liaisons:

MARSHALL FIRST CHRISTIAN CHURCH FACILITY USE FEES

BUILDING USE DESCRIPTION	MEMBER FEES	Check Item Used	NON-MEMBER FEES	Check Item Used	NOTES
FACILITY RESERVATION AREAS					
Worship Center	< 25 people = \$50 26-100 = \$100 > 100 = \$200		< 25 people = \$150 26-100 = \$300 > 100 = \$500		
Fellowship Hall	\$50		\$100		
Chapel	\$25		\$75		
Gymnasium	\$100		\$300		
Classroom	\$0		\$50		Cost per Classroom
Kitchen	\$0		N/A		Only members allowed to use Kitchen Area
FACILITY EQUIPMENT					
	Maintenance Fees		Maintenance Fees		
Sound System	\$0		\$10		Must be operated by FCC authorized personnel
Video / Overhead Projector	\$0		\$10		Must be operated by FCC authorized personnel
Piano	\$0		\$10		Must be operated by FCC authorized personnel
Organ	\$0		\$10		Must be operated by FCC authorized personnel
Microphones	\$0		\$10		Must be operated by FCC authorized personnel
TV/VCR	\$0		\$10		Must be operated by FCC authorized personnel
Kitchen Appliances	\$0		N/A		Only members allowed to use Kitchen equipment
Tables & Chairs	\$0		\$50		
DECORATIONS & PROPS					
	Maintenance Fees		Maintenance Fees		
Candelabra	\$0		\$15		
Candle Lighters	\$0		\$10		
Artificial Flowers, Plants, & Stands	\$0		\$10		
CHURCH STAFF					
Sound & Video Equipment Operator	\$75		\$75		Minimum Fees paid directly to individual
Organ Player	\$75		\$75		Minimum Fees paid directly to individual
Piano Player	\$75		\$75		Minimum Fees paid directly to individual
Minister	\$150		\$150		Minimum Fees paid directly to individual
CHURCH USE DEPOSIT	\$150		\$500		Required for use of Worship Center, Fellowship Hall, or Gym

Deposit Charges are to be paid a minimum of two weeks before the event. A \$50 cancellation fee will be taken from initial deposit for non-members.

FACILITY USE APPLICATION FORM

Member Non-Member In-Active Member

Contact Name: _____

Address: _____

Email: _____

Daytime Phone: _____

Today's Date: _____

Event Name: _____

Event Date(s): _____ Event Time: _____
A.M. or P.M.

Room(s) Requested: Worship Center Fellowship Hall Gym Kitchen (Members Only)

Classrooms:

FLC1 FLC2 FLC3 FLC6 N4 N5 N6

I Will Need: Sound Projection

I understand that this is in compliance to the Building Use Policy and is an extra cost (See pgs. 4 & 8).

Set-up Date: _____ Time: _____
A.M. or P.M.

One-Time Usage Re-occurring Usage

Frequency (i.e. once a week, month, etc.) _____

Number of People Expected _____

I have read the church use policy and rules and agree to follow them as outlined. I have also reviewed the building use fee schedule and agree to pay for those items authorized and approved to use.

Applicant's Signature: _____ Date: _____

Church Office Section Only

Approved By: _____ Date: _____

Deposit Amount Required: \$ _____ Date Received: _____

Deposit Amount Returned: \$ _____ Date Returned: _____

Total Building Use Fee: \$ _____ Date Received: _____

