

General Facilities Use Policies

1. Regular church services, times of worship or formal programs shall take precedence over all other uses unless special pre-arranged exception is made well in advance.
2. Active church members may request use of the church facilities for their event, subject to availability of the facilities and the appropriateness of the planned event. An “Active Member” is defined as one who has formally placed their membership with the church, either through immersion or transfer and is a regular part of worship activities.
3. Non church members may also request use of the church for an event. In this case we will accommodate the request if the event is supportive of Christ’s mission, and there must be an active church member sponsor who accepts responsibility for the event and will be in attendance for all aspects of the event.
4. The facilities and equipment use coordinator must be contacted and agree to the event schedule and the availability of facilities and equipment / assistance needed for the event. A written event checklist (see attached) is preferred for event planning and scheduling. Please allow adequate time for facility and equipment coordination. 30 day notice or more is preferred for larger events or special needs.
5. The facilities and equipment use coordinator will remind all that it is the responsibility of the event organizer/requestor to arrange for opening of the church in advance of the event, contacting the stage/sound equipment crew, manpower and assistance during the event, cleaning up after the event, and making sure that the building is secured and made safe following the event. A member may purchase Facilities Attendant services if desired, however, if not pre-arranged the member will be responsible for handling all of the above mentioned items. A temporary key to the front door may be obtained through the church secretary for active church members. The key is to be returned upon completion of the event. In the case of large and/or special events, the facilities and equipment use coordinator may request purchase of Facilities Attendant services if they question the ability of the event organizer/requestor to appropriately clean up after the event, or if in previous events the organizer/requestor has not returned facilities and equipment to the as-received condition.

6. All classrooms utilized in any event must be returned to the original way they were set-up and make sure that it is neat, and has been cleaned. This includes tables, chairs and other items re-positioned as originally found. This allows regularly scheduled classroom activities to take place without re-arrangement.
7. The use of the facilities for funerals and funeral dinners is provided free of charge for members, attendees, and extended family of members and attendees of this church (including the cost of food and supplies for the dinner which are provided upon request).
8. Events not clearly addressed by the above will be considered for approval at the discretion of the Elders.
9. General policies that must be acknowledged and followed for any event:
 - A. Alcoholic beverages are not permitted.
 - B. There is no smoking in the building or around the entrances.
 - C. Dancing is allowed, however vulgar and/or sexually explicit dancing is prohibited. Please help us remember that this is Christ's church at all times.
 - D. All children and teenagers must be supervised by an adult. Nobody under the age of 18 is to have unsupervised access to the church. More than one adult is to be with any under aged person at all times. It is also advisable that all events include more than two people if at all possible to protect members from potential claims of improper behavior or impropriety.
 - E. All food, drinks, and consumable supplies must be provided by the user unless other arrangements are agreed-to prior to the event. Please no food or drinks in the sanctuary.
 - F. Illegal narcotics are expressly forbidden anywhere in the facility or on the grounds.
 - G. No rice, bird seed, glitter, etc. is to be used for post wedding exit ceremonies. Please use bubbles for post wedding ceremonies.
 - H. Facilities, furniture, equipment and fixtures are to be treated with utmost care. Any damage or issue must be reported to ensure that we maintain a safe and usable church suitable for the pursuit of the mission of Christ.
 - I. Town and Country Christian Church is not liable for theft or lost items during events at our facility or associated with the church – including church sponsored on-site and off-site events.

10. Fees. Please recognize that the majority of the equipment specialists and supporters of your event are volunteer ministry team members. As such, flexibility around their schedules and availability should always be considered.

Please note: Sound and Visual systems, the baptistery, heating/cooling/computers and other systems are not to be operated or touched by anyone other than those who are designated leads in the church membership as coordinated by the facilities and equipment use coordinator. Please consider the assistance of these volunteers for large events as sincere expertise provided for your event and consider the potential of a Love-offering or donation to them or their ministry for their time and effort – including practice/rehearsal time spent.

Non-member utilization of church facilities will only be allowed with a sponsoring member and there may be a deposit of \$250* required for events of more than 25 people in attendance.

*Deposit will be refunded in full after the event, if no damage to the church property is found, and the above general policies have been adhered to.

Abuses of above policies may be grounds for removal from the property and/or non-allowance of individuals to host events in the future.

General Equipment Use Policies

General church equipment utilized for events is typically kept at the church to be available for any event or program that helps to grow the Christ's Kingdom. As such it is imperative that equipment be available and in good working order when needed. Church members can request to utilize general equipment (definition: tables and chairs / similar non-specialized items – no other specialized equipment.) The request for equipment must be processed in accordance with the following guidelines.

1. Regular church services, times of worship, formal programs or other previously scheduled events or activities which require this equipment shall take precedence over all other uses unless special pre-arranged exception is made well in advance.
2. Only active church members may request use of the church equipment loan for their event, subject to availability of the facilities and the appropriateness of the planned event. An "active member" is defined as one who has formally placed their membership with the church, either through immersion or transfer and is a regular part of worship activities.
3. The loan of general equipment must be coordinated with the facilities and equipment use coordinator and have the coordinator's approval for the loan prior to equipment pickup.
4. The requestor of the equipment shall agree to make a signed, witnessed written record of exactly what equipment was borrowed and when it is to be returned. This record must identify the member who borrowed the equipment, and have a contact telephone number. This record must be left with the church secretary or the facilities and equipment use coordinator.
5. In all cases, borrowed equipment is to be returned as per agreed-upon return date and time, and any damage to the equipment is the responsibility of the borrower to correct either by repair or replacement.

Acceptance of the use of any church facilities and/or equipment is subject to the approval of the Elders. Utilization permission granting will be provided by the facilities and equipment use coordinator – who will work with the requestor to accommodate all reasonable requests. If questions about use arise or there are decisions or circumstances outside of the policies and guidelines herein, the Elders shall decide what action shall take place.

All facility use requests and/or equipment loan requests shall be accompanied by this signature sheet indicating that the requestor has read the policies and guidelines shown and agrees to follow them as-stated.

I have read the Town and Country Christian Church Facilities and Equipment Use Policies document and agree to follow the policies and guidelines given within it.

Church Member

User (If not the Church Member)

Signature: _____

Signature: _____

Date: _____

Date: _____

Facilities and Equipment Use Coordinator

Signature: _____

Date: _____