



Facility Use Policy

Date: 1/4/18; Authorized by: Elder of Administration

SPECIAL NOTE:

*For Property Usage related to Weddings follow the wedding rule book.
Funerals for members or regular attendees require no fee assigned by the church.*

General Policy

The facilities and related equipment of Cicero Christian Church are dedicated to the worship of God and the building up of God's people. This shall be the key principle by which all use of CCC's facilities and related equipment will be governed. Because it is the desire of CCC to be a good neighbor and care and connect with the community, every attempt also will be made to accommodate community events and other activities that contribute to the growth and living conditions of our neighborhood, our community and the Lord's Kingdom at large. Such activities shall not compromise CCC's Purpose and Mission Statement.

With these goals in mind, the following guidelines shall be used in determining use of CCC facilities and related equipment.

Church Building

The *Church Facility* includes but is not limited to the Sanctuary, Classrooms, Family Life Center/gym (FLC), Kitchen, Restrooms, Hallways, Offices, House of Prayer, Picnic Shelter, Gazebo, Playgrounds, parking lots, pond, garden and lawn and the equipment used within.

The Church Facilities are available first to Team Ministry and then church members. The scheduling for these groups is to have priority over any other use of the building. Others may be granted use of the facility as long as their programs do not interfere with church or church-sponsored activities or violate the Christian principles and doctrine of CCC. Community groups include such not-for-profit organizations as resident associations, local school groups, scout groups, AA, officers of the local government, home schooling groups, and senior citizen groups. For-profit organizations will require special approval by the Elder of Administration and/or Elders along with the possibility of fees. The Elders have the authority to deny access or usage of the facility at any time for any group(s).

Building Access

The church building should be locked for the safety of Cicero Christian School, but accessible by doorbell between the hours of 6a and 6p Monday through Friday at door 3, and 9a to 4p Monday through Thursday and 9a -1p on Friday at door 1 & 2, except on holidays. The church will be unlocked, all doors, every Sunday from 7:00a-1:00p. The church will be open other times for scheduled events. To access the building outside those hours, a key fob may be obtained from the church office when scheduling the event.

- The church security system will keep the building locked Monday through Friday, all day Saturday, and after 1p on Sunday. Any events occurring during those locked times require that the event contact provide open access for their event and then make sure all nine (9) external doors of the building are closed and locked at the end of the scheduled event.
- *If you find a door open after these times, the default is for the door to be **locked**.*
- **Do NOT prop open external doors.** Close any doors propped open, especially inner airlock doors.
- When exiting the building, make sure *internal* doors are closed (especially FLC, Kitchen, and Sanctuary).
- Turn off all lights when exiting the building.
- Return the key fob to the church by bringing it to the office if your event is during business hours, or to the office after your event. Key fobs will only be activated during the time scheduled.

Guidelines

- All scheduling of the facility is to be done through the church office secretaries using the **Request to Schedule Facility Form** (peach sheet) that is available at the church office or online at CiceroChristianChurch.org in the Events tab. Designated office staff schedule the calendar using the Request to Schedule Facility Forms.
 - At the time of request, requesting party will be told if the date is currently available. Once scheduled, there is a possibility that an event may be “bumped” for a church function, and contact will be notified. For example, an all-church meal would “bump” a basketball practice, a funeral would “bump” a band practice.
 - For multiple dates to be scheduled at one time, any and all fees are due at the beginning of the session.
 - Multiple date events will not be scheduled for longer than six months. Nearing the end of the six-month timeframe the contact should reapply and schedule for the next session.
- **Any scheduled event must have a contact person who is to be present at the event at all times.** This person will be responsible to CCC for the time and space that is reserved. In the case of an emergency this person will be totally responsible for any action that needs to be taken. A key fob will only be given to that person, and it will only allow access into the building. If the contact person cannot be at the event, the event cannot be scheduled. The contact person is to complete the appropriate forms.
- No open flame.
- No profanity, improper conduct, harassment, smoking or drinking of alcoholic beverages is permitted anywhere on church property. Violations shall be cause for denying the right to use the facilities.
- Children and youth activities (up to and including twelfth grade) are scheduled only with the supervision of adults. The adult in charge must do the scheduling of these activities. There should be a minimum of two (2) adults supervising every activity.
- Food and drinks are to be kept in the tiled foyer entrance to the FLC (The Cafe), kitchen, multipurpose room or Family Life Center at all times.
- All groups using the facilities are responsible for the care of their assigned area including set-up, take down, and clean-up. Trash must be taken to dumpster. When using the kitchen, must follow kitchen clean-up rules.
- Any special need for custodial assistance must be approved and arranged in advance through the office.

Equipment & Furniture

Use of CCC equipment and furniture is limited to the members of CCC and its related ministries. Equipment and furniture that is the property of CCC *is not to leave the church premises without prior permission and completing a Property Reservation Form.*

Other specific guidelines for use of CCC equipment and furniture are as follows:

- Tables and chairs are property of CCC and are NOT to be removed from the property.
- The Kitchen Equipment is to be used ONLY on church premises and is not to be removed from the property.
- Audio and Visual Equipment is to be used ONLY on the church premises with the approval of the Team Manager. A request for non-church events to use the audio and visual equipment in the sanctuary require trained team members to operate and will likely be an additional fee.
- Use of office equipment is limited to office personnel, paid ministerial staff, and office volunteers.
- Some events require a specific setup of a room in preparation for the next scheduled event. You may be requested to reset in a specific manner or be charged a custodial fee. For example, using the multipurpose room, 107 on a Saturday afternoon will likely require setup for Development Courses on Sunday morning.
- Use of toys, tables, and chairs from Children’s area are to be used ONLY on church premises and are not to be removed from the property.

Cleaning Policy

Anyone using the building must put everything back and clean up after themselves. All trash must be taken to the dumpster located on the south side of the building.

Use of the kitchen must follow the kitchen rules and clean up list at the end of this document.

Fee Schedule

Members

There will be no fee for CCC member to schedule the use of the facility **UNLESS** they choose to have custodial services. If custodial services are chosen, (members or non-members) the following fee applies, \$50 clean up fee.

NOTE: All who do not use custodial services are responsible to clean-up immediately after the scheduled event. If clean up is not done, a security deposit will be asked of you in the future.

Non Members

Any non-member scheduled event for the facility will be subject to the following charges outlined below, payable at the time of the reservation.

BIRTHDAY PARTY, OPEN HOUSE, MEETING, BRIDAL OR BABY SHOWER OR OTHER EVENTS WITH LESS THAN 50 PEOPLE GIRL/BOY SCOUT MEETINGS, SPORTS TEAMS FOR GYM USE FOR 2-4 MONTHS (ONCE A WEEK) OR OTHER ONGOING EVENT	\$50 FEE
BANQUETING EVENT, PERFORMING ARTS EVENT, RECREATIONAL/ ATHLETIC EVENT <i>A security deposit equal to the event fee is also required which will be refunded if no damages occur.</i>	\$100 FEE w/\$100 security deposit
OVERNIGHT EVENT/WEEKENDS/FULL USE OF FACILITY <i>THE CENTRAL INDIANA AWAKENING COMMUNITY WILL BE EXEMPT FROM THE FEE.</i>	\$200 FEE w/\$400 security deposit

Liability & Disclaimer

On the **Request to Schedule Facility Form** (peach sheet), you will be required to sign the following liability disclaimer to use our facility.

I have read, understand, and will follow the Facility Use Policy of Cicero Christian Church. I am responsible for damage or accidents while using CCCs facility. Cicero Christian Church is released of any liability associated with the event described.

Cicero Christian Church Ministry Staff, Elders, Team Ministry Managers or Coaches, or Support Staff or any member of the congregation acting on behalf of a team ministry event or meeting are not liable for personal injuries or damages.

If at any time a person or group has been found to use the facility or equipment in any inappropriate way, CCC reserves the right to decline any other scheduling requests from this individual or group.

If at any time damage is found to be the fault of the person or group renting, costs will be taken from the security deposit and used to pay for the damages. CCC reserves the right to itemize the cost from the security deposit for any damages to the facility, equipment, or anywhere else on CCC property.

CCC is not held liable or responsible for any personal injury that occurs during the use of the facility. You rent, occupy, and use at your own risk.

Any check found to be returned by the bank with "Insufficient funds" will have a fee of \$25.00 plus regular fees applied to the rental agreement.

Any scheduling done without the procedures outlined in the policy is invalid.

Kitchen Rules - Cleanup List

Whatever you do, work at it with all your heart, as working for the Lord, not for men. ~ Colossians 3:23

The Lord has blessed us with a beautiful kitchen for all of us to use. To avoid limiting use we need to work together to maintain it. **We do not have a kitchen cleaning crew; it is up to everyone who uses it to clean.** When event is over, please complete the checklist.

- Dishes**
- Do **NOT** rinse food scraps or grease down **ANY** sink drain. There are no garbage disposals. Use strainer in sink and dump garbage in trash bags.
 - When using commercial dishwasher, turn on the heater and let it heat up to 162 degrees. Detergent is automated and checked frequently.
 - Thoroughly clean all dishes in **SINK** before placing in dishwasher. This machine will sterilize, but it is not built to beat the food off kitchen ware. ***It's a dish sanitizer, NOT a dishwasher!***
 - When washing items by hand, use the three-compartment sink and follow signs posted above to wash and rinse. Dish washing supplies should be above the sink or in cabinet by stove.
 - Place clean towels on counter and allow dishes to air dry, then put away dry dishes.
 - Wash all items used, even if it looks clean.
 - If an event is being held in the family life center/ gym during cleanup, please close the roll-down door and the kitchen door to cut down on noise.
- Supplies**
- ***Non-ministry events should not use any disposable or consumable goods including paper goods, plastic ware, coffee and other drinks. These supplies are reserved for team ministry. Do not use anything from the pantry without prior permission (most supplies are pre-assigned).***
 - Metal silverware (located in bins with the pots), pots, pans, cafeteria trays and glass dishes stored in multipurpose room may be used by anyone.
 - Coffee, tea, lemonade, salt, pepper and sweetener are for use by team ministries only.
- Stove**
- All pilot lights should be lit, including one in each oven.
 - When the stove is in use, the vent fan is to be turned on.
 - Clean stove top with steel pads & stove cleaner (under sink by oven), rinse with water, wipe dry
 - Pull out silver shelves under stove burner and wipe out all spills & food.
- Sinks** _____ Clean out food strainer in the back right corner of the inside of the dishwasher and run through dishwasher when done. Turn off heater to dishwasher.
- _____ Wipe out all food and clean and dry
- Other** _____ Wipe off all counter tops using sanitizer wipes or bleach water (pre-mixed squirt bottle)
- _____ Wipe off all carts with sanitizer wipes or bleach water
- _____ Place dirty dishtowels in the basket to the right of the dish sanitizer.
- _____ Wipe down all used equipment, including spills in refrigerator
- _____ Clean coffee pots and wipe down coffee area
- _____ Sweep floors (broom and dust pan are located in the gym) and mop up spills (mop buckets are located in the mechanical closet in the north east corner of the building)
- _____ Take ALL trash to the dumpster (located outside door 7). Leave all emptied trash cans with clean liners. Extra liners should be located on the metal shelf above the dishwasher. Liners are expensive - if you can combine trash please do so.
- _____ Turn off lights, stove fan, dishwasher and CLOSE kitchen doors (the roll-down door may be up).
- _____ Report any problems to the church office (restock supplies, broken equipment...)

DO NOT USE SUPPLIES OR LEAVE ANY LEFTOVERS IN ANY REFRIGERATOR OR FREEZER

Thank you for keeping the kitchen clean and beautiful for the next group.

Give generously to him and do so without a grudging heart; then because of this the LORD your God will bless you in all your work and in everything you put your hand to. ~ Deuteronomy 15:10