



FACILITY USE PROCEDURES

Christian Community Church
3838 Bartlett Street, Homer, AK (907)235-8291

FACILITY USE PROCEDURES

3.0 Room Rental

- 3.1 Contact the church office to determine facility availability for dates needed.
- 3.2 Review the "Facility Use Policy" to verify that the intended activity/purpose for facility rental is consistent with church policy.
- 3.3 Complete the form "Facility Use Agreement" at least one week in advance of the event.
 - a. State the activity, rooms requested, and dates needed.
 - b. Refer to "Facility Use Policy" to determine total usage cost.
 - c. Determine special equipment, seating, or facility arrangements.
 - d. Sign to Hold Harmless and agree to "Facility Use Policy."
- 3.4 Upon approval, pay applicable fees in advance and in full to CCC.

4.0 Room Guidelines

- 4.1 SANCTUARY
 - a. Audio/video equipment may not be used without an approved CCC sound technician.
 - b. Instruments may only be used with prior permission and approval.
 - c. Seating may only be moved with approval and shall be returned to original placement.
 - d. Thermostats are not to be touched.
 - e. The party using the facility shall be responsible for the cleaning and restoration of the area to its original state.
 - Floors vacuumed on stairs, in foyer, and between pews and aisles as needed
 - Bibles set in order under seating
 - Trash removed and disposed of in dumpster behind gym
 - f. The downstairs restrooms may be used, which will likewise be left clean.
 - g. Lights should be turned off and doors locked when the event is concluded.
- 4.2 KITCHEN
 - a. No items (coffee pots, pitchers, tablecloths, etc.) shall be removed from the facility without completion of the "Equipment Use Agreement" and approval.
 - b. The party using the facility shall be responsible for any equipment, beverage, and food set up and clean up, restoring the area to its original state.

- All dishes washed and put away
- Coffee grounds dumped
- All surfaces wiped with disinfectant
- Floors swept and, if needed, mopped
- Trash removed and disposed of in dumpster behind gym
- c. The downstairs restrooms may be used, which will likewise be left clean.
- d. Lights should be turned off and doors locked when event is concluded.
- f. If broken dishes, damaged or defective equipment occur, the Office Administrator should be notified so that repairs or replacements can be arranged.
- e. Dishes left in the kitchen or food left in the refrigerator/freezer will be periodically removed and disposed of.

4.3 DINING ROOM

- a. No items (tables, chairs, etc.) shall be removed from the facility without completion of the "Equipment Use Agreement" and approval.
- b. Thermostats are not to be touched.
- c. The party using the facility shall be responsible for any equipment, beverage, and food set up and clean up, restoring the area to its original state.
 - Tables wiped and put away
 - Chairs stacked
 - Floors swept and, if needed, mopped
 - Hallways vacuumed
 - Trash removed and disposed of in dumpster behind gym
- d. The downstairs restrooms may be used, which will likewise be left clean.
- e. Lights should be turned off and doors locked when event is concluded.

4.4 UPSTAIRS FOYER and CLASSROOMS

- a. No items (tables, chairs, desks, etc.) shall be removed from the facility without completion of the "Equipment Use Agreement" and approval.
- b. Thermostats are not to be touched.
- c. The party using the facility shall be responsible for the cleaning and restoration of the area to its original state.
 - Surfaces wiped
 - Floors vacuumed
 - Trash removed and disposed of in dumpster behind gym
- d. The restrooms may be used, which will likewise be left clean.
- e. Lights should be turned off and doors locked when event is concluded.

4.5 NURSERY

- a. No items (furniture, toys, etc.) shall be removed from the facility without completion of the "Equipment Use Agreement" and approval.
- b. Thermostats are not to be touched.
- c. The party using the facility shall be responsible for the cleaning and restoration of the area to its original state.
 - Toys and furniture put away
 - Surfaces wiped with disinfectant
 - Floors vacuumed
 - Trash removed and disposed of in dumpster behind gym

- d. The restroom may be used, which will likewise be left clean.
- e. Lights should be turned off and doors locked when event is concluded.

4.6 GYM

- a. No items (hoops, equipment, etc.) shall be removed from the facility without completion of the "Equipment Use Agreement" and approval.
- b. Thermostats are not to be touched.
- c. Posted "Gym Rules" to be followed:
 - No street shoes
 - No feet on walls
 - No softballs/baseballs
 - No sports equipment with wheels
 - All gym use must be approved and scheduled
 - Put away all sports equipment after use
 - Approved sponsors needed for all activities
- d. There must be one adult supervisor present in the gym at all times for every 10 students, two adults for every 20 students, etc.
- e. The party using the facility shall be responsible for the cleaning and restoration of the area to its original state
 - All equipment and balls put away
 - Floors dust mopped
 - Bleachers swept
 - Trash removed and disposed of in dumpster behind gym
- f. The locker rooms may be used, which will likewise be left clean.
- g. Lights should be turned off and doors locked when event is concluded.
- h. If damaged or defective equipment occurs, the Office Administrator should be notified so that repairs or replacements can be arranged.

4.7 RESTROOMS AND LOCKER ROOMS

- a. The party using the facility shall be responsible for the cleaning and restoration of the area to its original state.
 - Surfaces wiped
 - Floors picked up
 - Toilets flushed
 - Trash contained
- b. Shower Use Expectations as follows:
 - BEFORE or AFTER business hrs. 9am. – 5pm.
 - Main locker room door closed
 - Limited to 5 minutes
 - All products/personal items removed
 - Hair and excess water cleaned up
- c. Lights should be turned off.
- d. If plumbing issues occur, the Office Administrator should be notified so that service can be scheduled.