



FACILITY USE POLICY

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

To be good stewards of the property of Christian Community Church, the Advisory Board has approved the following policy governing the use of CCC facilities:

1.0 Guidelines Governing All Use of Facilities

- 1.1 All requests for use of the church facilities shall be made in writing and scheduled through the Church Facility Coordinator by completing the "Facility Use Agreement" at least one week prior to the event. Church sponsored activities will be given first priority.
- 1.2 There shall be no smoking or alcoholic beverages in the facility. Exceptions can be made for wine communion or champagne toasts. Pets are not generally allowed in the facility.
- 1.3 Weekday quiet hours 12:30-2:30 p.m. apply out of respect for Preschool children currently using the CCC facility. Evening activities and programs shall conclude by 11:00 p.m.
- 1.4 Fire and safety regulations shall be observed. Thermostats shall not be touched.
- 1.5 Sponsoring organizations shall provide competent adult supervision and facility security. Any children in the gym MUST have an adult present. Inside shoes must be worn in the gym.
- 1.6 Special equipment, seating, or facility arrangements shall be stated on the "Facility Use Agreement." No musical or sound equipment may be moved or operated by anyone other than CCC technical staff. Alteration of existing building facilities or use of materials that may affect the condition of the floors, walls or facility may not be undertaken without approval.
- 1.7 No movable items (candelabras, tables, chairs, coffee pots, etc.) shall be removed from the facility without completion of the "Equipment Use Agreement" and approval.
- 1.8 Deposits and rental fees shall be charged according to rates established by the Advisory Board and itemized on the Agreements. All facility/equipment deposits and rental fees shall be paid in advance and in full to CCC.
- 1.9 The Church Facility Coordinator retains the right to waive the building use fees in certain cases. CCC members and sponsored activities shall be allowed use rent-free, though agreements shall be submitted and conditions of use applied.
- 1.10 If necessary, building keys will be issued by the Church Facility Coordinator. Key recipients must sign a "Key Use Agreement," agreeing not to duplicate any keys and to return all keys when the scheduled event is concluded.

- 1.11 *The party using the facility shall be responsible for the cleaning and restoration of the area(s) to its original state.* If cleaning is not completed, the custodial deposit shall not be refunded.
- 1.12 CCC is not liable for any items that are lost, stolen, or damaged while on church property.
- 1.13 Rental agreements are not transferable. Violation of these guidelines shall restrict subsequent facility use agreement.

2.0 Schedule of Facility Fees (ALL RENTERS ARE REQUIRED TO PAY A \$250.00 REFUNDABLE DEPOSIT)

2.1	<u>Room Usage</u>	per Day	per Hour	Recurring per Hour
	Sanctuary	\$250	\$35	\$25
	Gym	\$250	\$35	\$25
	Kitchen	\$250	\$35	
	Dining Room	\$75	\$15	
	Foyer	\$75	\$15	
	Classroom	\$50	\$15	
	Nursery	\$40	\$10	
	Overnight	\$20/person		
2.2	<u>Custodial Fee</u>	per Day		
	Sanctuary Event	\$75		
	Gym Event	\$50		
	Kitchen/Dining Room	\$50		
	Classroom	\$25		
2.3	<u>Wedding</u> (Inclusive)	\$750	\$400 Member	
	Gym Reception	\$250	\$100 Member	
2.4	<u>Support Staff</u>			
	Wedding Coordinator	\$250		
	Pastor Honorarium	\$250		
	Sound/Lighting Tech	\$40/hr.		
	Facility Coordinator	\$25/hr.		
	Custodian	\$40/hr.		
2.5	<u>Equipment</u>			
	Coffee Pot	\$15/day		
	Drum Set	\$50/day		
	Stackable Chairs	\$1/chair/day	(100 Blue Plastic) (222 Sanctuary Chairs)	
	Folding Chairs	\$2/chair/day	(76 White Plastic)	
	2.5' x 8' Tables	\$10/table/day	(4 White Plastic 6', 40 White Plastic 8')	
2.6	<u>Lost Key Charge</u>	\$100		