

FACILITIES USE REQUESTS

Facilities Use Requests

This document is available on the church website and in the church office. Completed applications must be submitted to the Secretary, who will transmit them to the Executive Committee for review. The Executive Committee may allow or deny any Facilities Use Request in its sole discretion.

Members shall submit an application to the office. The Executive Committee shall approve or deny the application and determine what the fee will be. Typically, members are asked to compensate the custodian for set up and clean up.

Under this policy, members are defined as participating members of First Christian Church (FCC) who have been participating members for one year or more at the time application for the use of the facilities is made or the child, grandchild, great-grandchild, parent or grandparent of a participating member of FCC.

In general, the Secretary will be responsible for communicating with the person making the request and the custodian to coordinate logistics.

Non-Members shall submit an application by email, mail or in person to the church office after checking with the secretary to make sure the date is available.

Fees

The Executive Committee will determine the appropriate fees based on the information on the application and according to the Schedule of Fees. Payment of fees must be made two weeks prior to the event or the event will not take place. **Fees may be reduced for non-profit groups.**

Members will not be charged a fee for the use of church facilities. They are expected to restore the space to its normal condition or arrange with the custodian to do so for a fee of \$50.

Non-members will be charged according to the following fee schedule:

- a. Taylor Hall - \$750 per day
- b. Opportunity Classroom - \$250 per day
- c. Parlor or other classroom - \$100 per day
- d. Kitchen - \$250 per day

The fees will not normally be reduced for portions of days.

One third of the total fee shall be paid as a non-refundable deposit at the time the reservation is approved by the Executive Committee. The balance shall be paid in full no later than three weeks before the event. If all fees are not received on time, the event will not take place.

General Guidelines

Taylor Hall shall be used by members and non-members alike for its intended purpose. It may be used for wedding receptions, receptions, musicals, plays, performances, dinners, lectures, worship and other appropriate uses for the space. It will not be used for rummage sales, garage sales, plant sales, and other sales and activities that may detract from the overall appearance of the Hall or damage the Hall.

1. Equipment

Equipment shall not be moved from its regular place without authorization of the Executive Committee. You are responsible for returning all equipment to its regular place. Any use of kitchen equipment must be approved by the Executive Committee. All kitchen equipment including dishes and silverware shall be washed, cleaned and returned to storage areas immediately after use. Please understand that YOU are responsible for your own setting up, cleaning up and leaving the facilities as you find them. You are responsible for any broken chairs, tables, windows, etc., or damage to the building or furnishing or excessive cleanup requirements. Reimbursement or replacement must be arranged with the Executive Committee.

2. Decorations

No tacks, nails, tape or other material that will deface church property shall be used. Only dripless candles may be used. Decorations such as streamers shall not be attached to walls, or ceiling in a manner that will leave permanent marks. Removal of flowers, decorations and trash shall be done immediately following the meeting or event so facilities are ready for the next scheduled activity.

3. Alcohol and Tobacco

No alcoholic beverages are to be served on the premises. First Christian Church is a smoke-free facility.

4. Keys

A key may be picked up the church office Monday through Friday (9:00 a.m. – 1:00 p.m.) no earlier than 24 hours prior to the event. There is a key deposit of \$75, payable by check. The person responsible for the key must make certain the building is secure, lights are turned off and the key is returned immediately following the event. (Arrangements for picking up a key must be made with the Secretary of First Christian Church. The check will be returned in exchange for the key. If the key is not returned within two business days after the event, the church reserves the right to keep the deposit. The key must still be returned.

First Christian Church reserves the right to restrict the privileges of anyone who violates these policies.

FIRST CHRISTIAN CHURCH
 2320 COUNTRY CLUB ROAD
 WINSTON-SALEM, NORTH CAROLINA 27104
 336-722-2714

FACILITIES REQUEST APPLICATION

Applicant: _____ Member _____ Non-Member _____

Address: _____

Telephone No. Day _____ Night _____

Describe Use and Needs _____

Estimated Number to Attend _____ Date(s) and Time Required: _____

Room(s) Needed: _____

Number of Tables Needed: _____ Number of Chairs: _____

Require Key to Church? _____ Key Deposit paid on _____ 20_____

Do You or Your Group have Liability Insurance? _____

We agree to assume all responsibility for any incident resulting in injury to persons or damage to or loss of property during use of the facilities at First Christian Church. In this regard, we do hereby further agree to release the Church, its officers, members, employees, and agents jointly and severally, from any and all claims, causes of action, injuries, damages, costs or expenses arising out of the use of the Church's property and facilities including without limitation those based upon death, bodily injury, and property damage, including consequential damages. The undersigned agrees further to indemnify and save harmless the Church, its officers, members, employees, and agents jointly and severally, from any such loss, damages, expenses, and legal fees, which may at any time arise in the future in connection with the use of the Church's property and/or facilities by the undersigned.

Members will not be charged a fee for the use of church facilities. They are expected to restore the space to its normal condition or arrange with the custodian to do so for a fee of \$50.

Fees may be reduced for non-profit groups.

<u>Non-Member Fees payable to FCC</u>	<u>(Check room(s) requested)</u>	<u>Total</u>
Taylor Hall	\$750.00 per day _____	\$ _____
Opportunity Classroom	\$250.00 per day _____	\$ _____
Parlor or Other Classroom	\$100.00 per day _____	\$ _____
Kitchen	\$250.00 per day _____	\$ _____
Custodian	\$ 50.00 per day _____	\$ _____
TOTAL		\$ _____

I have been given copies of Schedule of Fees, General Guidelines, and the Policy and Use Forms. I have read and agree to all of these policies, fees, and guidelines.

Signature: _____ Date: _____

Application Approved: ___ Denied: ___ Signature: _____ Date: _____

Moderator or Designee