

BUILDING USE AND RENTAL RULES AND PROCEDURES

First Christian Church
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Purpose: To describe the priorities and conditions for use of the building facility of First Christian Church of Jefferson City.

Policy: The First Christian Church (FCC) facilities are primarily available for church functions and activities. However, FCC welcomes both members and non-members interested in using the facility for many other types of events, including religious, educational, community service, cultural, recreational, commercial and social. An Application for use of the facility **SHALL** be filed with the Church Office and reviewed by the administrative staff, Property Committee, or Worship Committee as appropriate. Members as well as non-members may be charged a fee for use of the facility. Please refer to the "Building Fee Schedule" within this policy. Individuals who use FCC facilities are expected to respect the property and conduct themselves in the spirit and manner befitting a Christian. These rules apply to anyone using the facility, including Senior Staff members, Church Committees and Member Groups of the FCC. FCC reserves the right to accept or reject any application without reservation. Please review the following rules and procedures in order to help you decide if First Christian Church is the right place for you to hold your event. If you would like to view the facilities, please call the Church Office at 573-636-5157 to arrange a time for viewing.

GENERAL RULES AND PROCEDURES FOR MEMBERS AND NON-MEMBERS:

- Tobacco, vapes, alcohol, firearms, and illegal drugs are not permitted on (FCC) property. All facilities are designated "smoke free" in order to provide a safe and healthy environment for the members, visitors, and employees of the First Christian Church, as well as to protect the integrity of our historical building. Smoking/vaping will not be allowed in any part of the building, or vehicles owned by the FCC. Failure to comply with this policy will result in the forfeiture of the deposit.
- Pets are not permitted inside FCC; only service animals will be allowed.
- Only those rooms specifically rented may be used.
- Kitchen facilities are not available for use unless you specify your need for the kitchen at the time of application.
- Renters need to provide for their own childcare during the time they are renting.
- Please observe all City fire regulations while using our facilities.
- Use of any flammable or toxic liquids or other dangerous material or items is prohibited.
- Any items or devices using an open flame of any kind are prohibited (excluding church related activities, i.e. candles in worship services/weddings.)
- If approved decorations and displays are put up, they should not cause damage to church property and must be removed at the conclusion of the event. All space should be restored to its original condition.
- In all areas of the church facility where food and drink are allowed, users must clean up. This is critical to the security deposit being returned.
 - Take trash out;

- o Turn off, empty, and clean coffee pot;
 - o Sweep floors and clean other surfaces as needed.
- We ask that you not move any furniture. If you have specific set-up requirements, please let the Church Office know at the time of your application and state the set-up requirements on the application form.
 - Once a rental agreement has been signed, the renting group assumes all responsibility for personal liability, damage to the church, and conduct of the group members during and/or resulting from the group's activities.
 - The FCC sound systems can be used *only* under the supervision of a representative of the Audio/Visual Committee.
 - All posters, flyers, announcements, and advertising for your event must include a contact phone number from your organization, *not the Church Office number*.
 - Any poster or communication must be approved by the Church Office before being posted on the premises.
 - Political fundraisers for candidates or issues are prohibited.
 - Other than church functions, NO cooking or grilling will be allowed on the property.
 - Failure to comply with this policy will result in the forfeiture of the deposit.
 - Preparation of cold foods and warm-up of precooked hot foods will be allowed. The stove, ovens, and microwave may be used for warm-up only.
 - The party/caterer may not use the following: dishes, china, pots, pans, utensils, table linens, serving trays, or dishwasher.
 - The following appliances may be used in the kitchen: coffee pots, coffee urns, refrigerator, and freezer.
 - The renting party is responsible for the complete clean-up of the kitchen area including coffee pots, countertops, sinks, and surrounding areas. Excess food, condiments, or leftovers should not be left in the refrigerator or freezer. The ovens and microwave should be cleaned. Floors should be swept. Trash should be placed in the outside dumpster.

RENTAL FEES/DEPOSIT:

A fee schedule of the church spaces that are available to rent and the amounts to be paid are included in the Facility Usage Application Packet. Church staff will work with the organization to assign space that will meet your or your organization's needs. The facility may be rented on an hourly basis or on half-day/full-day (including set-up) basis. If a fee is required, a deposit of 50% of the rental fee must be received at the time the application is approved. The balance of the total rental amount is due prior to the use of the facility. Your event will be placed on the Church calendar after the application has been approved. Your deposit will be refunded if FCC receives a written cancellation notice at least 5 days prior to the scheduled event.

LIABILITY:

The use of FCC property will be at the risk of the participant. The safety and security of persons and their belongings is the sole responsibility of the users of the church facilities. First Christian Church, or its staff, does not assume any liability or responsibility for any participants or users of church facilities or their personal belongings and does not make any express or implied warranty of the premises, the equipment, machinery, or furniture.

CANCELLATION:

The church reserves the right to cancel an event for unforeseeable reasons and is not liable for the cancellation. FCC will refund the deposit and rental fees.

PARKING:

From Monday through Friday the church leases the majority of its parking spaces in the church garage (north) under the Family Life Center and in the lots behind the church (off Adams Street.) Persons attending events during the day will need to park on the streets (Adams Street and Capitol Avenue), which, for the most part, have city parking meters.

FACILITY ENTRANCES:

The church facility has several entrances. The main church entrance is located on Capitol Avenue at the double glass doors. Individuals and organizations using the building will be instructed on the "Confirmation" form which entrance to use for access to their event.

An elevator is located in the rear of the building (north), inside and to the right of the garage entry doors. The elevator provides access to all three levels. This entrance into the building is on the lower level. The Family Life Center, the Fellowship Hall, the Activities Room, the Library, and the kitchen are located on the middle level, as well as some of the classrooms. The Sanctuary, the Chapel, the Parlor, and the additional classrooms are located on the upper level.

Individuals and organizations using the building will be advised by the Facilities Committee or the Church Office, as to which doors to use for access to the space being used or rented.

FACILITY SPACE AVAILABLE FOR USE:

Sanctuary:

The sanctuary is located on the Capitol Avenue (main) level. The sanctuary contains a pipe organ, baby grand piano, and keyboard. Individuals or organizations who wish to use the organ, piano, and keyboard will need to get approval from the Director of Music Ministry. In addition, anyone who wishes to use the sound system must make arrangements with the Director of Music Ministry or AV Team. **Food and drink are prohibited in the Sanctuary.** The sanctuary is available to members and non-members. The sanctuary may be used for church-sponsored functions, such as weddings, funerals, concerts and recitals. All members and non-members who use the Sanctuary for a wedding must follow the Church Wedding Policies and fee schedules.

Chapel:

The Chapel is a small room with pews providing limited seating. The Chapel does have the availability of a keyboard. Food and drink are prohibited in the Chapel.

Family Life Center (FLC):

The FLC is comprised of a full-length basketball court. All sporting events must be supervised by a team coach and/or an authorized adult. The Center also may be used for a meeting or other event functions. The FLC also has a sound system. Individuals who wish to use the sound system for music, or who are in need of a microphone, will need to make arrangements with the Administrative Staff at the time the Rental Agreement is approved.

Guidelines for sporting events in the FLC:

- All recreational equipment must be used for its intended purpose as designed by the manufacturer. Misuse of equipment will result in termination of any future rental agreement.
- Appropriate athletic shoes are required to be worn during all sporting activities.

- Basketball goals may be adjusted only by FCC volunteers.
- Dunking, grabbing, or hanging on basketball goals is not permitted. If this occurs and breakage results, the contractual agreement for future use of the FLC will be terminated immediately!
- Food or drink is prohibited in the FLC during sporting or recreational events.
- The space, however, may be used to hold a luncheon or dinner for a reception.

Fellowship Hall:

The Fellowship Hall is adjacent to the kitchen and the room may be accessed through the Adams Street entrance or through the rear (north), lower entrance. The Fellowship Hall will hold approximately 175 people. Food and drink may be provided in this room. However, individuals and groups using this room are expected to clean up after any function involving food or drinks.

Activities Room:

The Activities Room is next to the Fellowship Hall, across from the Family Life Center. The Activities Room will hold approximately 200 people. Food and drink may be provided in this room. However, individuals using this room are expected to clean up after any function involving food or drinks. The church portable sound system may be used in this room. However, individuals and groups need to make arrangements at the time of application for use of the sound system. There will be a fee for the use of the sound system.

Classrooms:

The sizes of classrooms vary, and they are located throughout the facility. In general, most have chairs and tables. The Church Secretary will work with groups to determine the classroom(s) that may best fit their needs.

OVERNIGHT FACILITY USE:

The use of facilities overnight by non-members or community groups for the purpose of a youth sleepover/lock-in will be granted only if there are not direct or indirect conflicts with the scheduled usage of the church. Regular application processes must be followed.

A non-member/community group holding a sleepover/lock-in will be charged a full-day use rate for the designated facilities/rooms to be used (see Building Fee Schedule). There shall be a "Security Deposit" of \$100.00 paid at the time the application is approved. **If the group using the facility is affiliated with the Disciples of Christ the fee shall be waived.** If the group using the facility is affiliated with another religious organization, the Fee Schedule may be waived at the discretion of the Property Committee in advance of the rental agreement being approved. Arrival and departure must be determined at the time the application is submitted. Security, safety, and adult supervision are required. The group must adhere to the use of only the facilities needed and scheduled. The uppermost level of the church is off limits unless it is requested at the time the application is submitted and approved by the Property Committee Chair. For security reasons, the Jefferson City Police will be informed of the event as deemed necessary by the Facilities Committee Chair.

All Groups also must adhere to the following policies:

- The group leader must have access to a cell phone in case of an emergency.
- The group leader must adhere to the applicable building security checklist provided at the time the application is approved.

- Parking is allowed only on the north side of the lower lot behind the church, although most of these spaces are reserved during the week. Street parking is metered during weekday business hours.
- Groups must supply their own food, drinks, paper plates, cups, utensils, napkins, etc.
- The following kitchen equipment may be used: pots, pans, utensils, refrigerator, stove, oven, and microwave. All equipment should be washed and returned to its original place.
- Only local phone calls are allowed from church phones.
- Showers may be used, but only with prior approval, at the time of application.
- All facilities used, including restrooms, need to be swept, cleaned, and trash taken to the dumpster in the parking lot behind the building. If after use, the rooms are clean and there is no damage, the deposit will be returned.

COST OF USING THE FACILITY:

The fees in this schedule are intended to be used for the commercial and non-commercial use by members and non-members/organizations using the FCC Facilities. If a fee is charged for admittance or a product is sold during the event or if any profit is gained over and above the expenses for leasing the facility, all applicable fees shall apply. This would include usage by Members as well as Non-members.

Exclusion to this rule:

- 1) A FCC Committee must vote to sponsor such an event and make it a part of its mission and request the use of the facility from the Administrative Board or Administrative Staff.
- 2) The Senior Minister, Associate Minister, Director of Music Ministry and Bell Choir Director may sponsor such an event and make it part of its mission and use the facility after application is received by the Administrative Staff or FCC Committee.
- 3) If use of the facility by a church group where payment or gratuity is needed to pay for a presenter or program and intended for the good of the group and not a financial reward to any one person or organization.
- 4) Any group of members who are coming together as a group to use the facility. This exception does not apply to a member using the facility to host an outside group of non-members.
- 5) Church members may use the Chapel for weddings or funerals at no cost.
- 6) Church members may use the Activities Room for family events such as Birthdays, Holiday events, Anniversaries, funerals and weddings, where the member invites all members of FCC to join in the activities.

Equipment rental:

A limited number of round or long rectangle tables and chairs are available for use. Church committees or divisions using the space for church functions may need to make arrangements for setting up the tables and taking down the tables. Others who may be renting the space will need to make arrangements during the application process for room set-up at an additional charge.

DEFINITIONS:

FFC: The First Christian Church of Jefferson City, Missouri.

FCC Committee: Is the Committee designated by the Administrative Board of the First Christian Church that oversee the operations of the Church.

Member: Any individual that has been accepted as a member of the First Christian Church of Jefferson City, Missouri.

Church Group: Members of FCC who are coming together as a group to use the facility. This does not apply to a member using the facility to host an outside group of non-members.

Non-Member: Any individual or group that is not a member of the First Christian Church of Jefferson City, Missouri. This includes members from other religious organizations or Disciples Churches.

Property Committee: Members of FCC that serve with the Property Chair to oversee the use of the facilities at the FCC.

FEE SCHEDULE
REVISED AUGUST 8, 2013

<u>ROOM</u>	<u>CAPACITY</u>	<u>HOURLY</u>	<u>HALF-DAY</u>	<u>FULL-DAY</u>
Sanctuary	321	\$50	\$175	\$300
Activities Room	200	\$40	\$135	\$200
w Tables & chairs	130	\$45	\$135	\$200
w/Chairs only	280	\$45	\$135	\$200
Fellowship Hall	175	\$40	\$135	\$200
w/long Tables	120	\$45	\$135	\$200
w/round tables	88	\$45	\$135	\$200
Kitchen	n/a	\$15	\$50	\$100
Family Life Center	499	\$50	\$200	\$350
w/Tables & chairs	409	\$60	\$200	\$350
Break-out Rooms	varies	\$15	\$40	\$60
Chapel	40	\$15	\$40	\$60

Half-Day usage minimum 1-4 hours

Full-Day usage minimum 6-8 hours

An additional \$50.00 fee will apply to groups requiring special set-ups the evening prior to an event.

Audio/visual equipment:

Audio-visual equipment is available for use in conducting Church activities or business. The equipment is not to be used for personal use. Priority for use in worship must be maintained. All equipment may only be used by a member of the AV Team. NO EXCEPTIONS!

Overnight Usage:

A non-member/community group holding a sleepover/lock-in will be charged the full-day rate for the designated rooms to be used. The fee shall not exceed \$500.00.

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