

Countryside Community Church Building Use Policy

The Board of Trustees of Countryside Community Church views use of our facility as part of our congregation's stewardship first to our own congregation and then to the greater community. Our facility is first and foremost a house of worship and celebration.

When not used for worship, funerals, weddings or congregation related educational endeavors, it is proper that our facility be made available to other groups in the community. Because the demand for space is often greater than our ability to accommodate, these policies offer guidelines to our administrative staff in the allocation and administration of that space.

Facility Use Guidelines:

1. Facility use for worship and Countryside educational endeavors shall take precedence over facility use for other functions.
 - a. *"Sponsored" Countryside events are those with pastoral approval, events which have significant ministry value to members and prospective members*
 - b. *"Endorsed" Countryside events are those events with significant ministry value to members and prospective members*
 - c. *"Community" events are those that have little direct or indirect impact on the ministry of CCC*
 - d. *Sponsored events take precedence over endorsed events, endorsed events take precedence over community events.*
2. Use of facilities shall not conflict with normal Countryside schedule of activities
3. All *"community"* groups wishing to use the CCC facility on an ongoing basis will be asked to re-apply on an annual basis, as church programming needs may expand and thus necessarily restrict the use of the room(s) for other groups. Agreements will typically cover a June through May time period.
 - a. All *"community"* groups wishing to use the CCC facility will be asked to submit an application requesting the use of the facilities. The application shall include all information about the nature of the requesting group and the proposed event. It must include the name(s), addresses and contact information of the responsible and liable parties. The application shall also include the dates and times of the event, the required rooms needed and any additional equipment or services needed by the renting group. No reservations will be considered or dates confirmed or entered on the church master calendar until the required deposit has been paid. That deposit amount is found on the fee schedule chart located in the Building Use Policy and will be noted on the contract.
4. For outside or *"community"* groups, at the discretion of the Church leadership and/or Administrator, the Church can require the group or liable person using the facility to obtain liability insurance coverage for the event(s). This liability insurance requirement does not preclude the group or liable person from what is stated in the "Hold Harmless" section found within this document.

5. Those contracting for use of the kitchen will be required to **clean** that space upon conclusion of their event. "Clean" shall include sweeping floors, removing trash to outside receptacle, wiping and clearing tables used, cleaning kitchen counters, washing and putting away any utensils or tableware used. Vacuum the floor where any messes were created, and notify the office of any liquid spills on the carpet. Tables and chairs should be returned to their original position. All areas inside and outside the facilities, including parking areas, must be restored to their original condition. Any leftover food and beverages must be removed from the premises at the conclusion of the event. Do a final check for any items left behind, i.e. clothing, water bottles, etc.
6. No smoking is allowed in the building or on the property at any time.
7. Youth and children's groups must be properly supervised and chaperoned by someone 18 or older. They also must demonstrate that they have a child safety policy in place.
8. Fundraising or profit-making events, even for non-profit organizations, will not be approved.
9. The church retains the right to cancel any activity or agreement, and to deny access to the facility by any person or any group.
10. The use of decorations is permitted with the following restrictions:
 - No tacks, nails, tape, hot glue or other material that will deface Church property shall be used.
 - Nothing can be hung from or attached to the ceiling.
 - Balloons can be used as decorations but if they escape and float to the ceiling they cannot be retrieved and assumed as lost at the expense of the User.
 - With advanced discussion and approval from the Administrator (or Designee), use of painter's tape may be used to display decorations.
 - The use of flame candles is not permitted in any part of the Facilities without prior approval of the Administrator.
 - Decorations, such as streamers, shall not be attached to walls, pews, or ceilings in a manner that will leave permanent marks.
 - No use of bird seed, rice, confetti, glitter or other small materials similar to those listed, shall be permitted anywhere on the church property for any event. Bubbles may be used outdoors only.
 - Removal of all decorations is the responsibility of the User and if it becomes necessary for the Church to remove decorations, the User will be charged a cleanup fee to be determined by the Administrator.
 - All decorations, including flowers, shall be removed immediately following the scheduled event.
 - Trash must be picked up and placed in proper receptacles.
11. No fireworks of any kind are allowed on the Church premises. This includes confetti poppers, sparklers, etc.
12. Firearms and weapons are not allowed on the Church premises.
13. The use of inflatable structures, ball pits, yard games, etc. on church property, inside or outside of the building, must receive prior approval from the

Administrator. If approval is granted, by signing the application for use, the User assumes all liability for any damage to church property and assumes full responsibility and liability for the equipment and for the use of the equipment and for the activity. This includes, but is not limited to, injury to any individual, invited or not, at the event or participating in the use of these items.

14. A security officer will be required for events larger than 75 attendees. The church will schedule this, and there will be a separate security fee.

GUIDELINES AND FEES FOR USE OF THE FACILITIES

For Members of Countryside

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| A. Business, professional, commercial events | Not permitted |
| B. Family (reunions, dinners, receptions) | Permitted, room fees |
| C. Music recitals and concerts | Permitted, room fees |
| D. Social (invited guests beyond family) | Permitted, room fees |
| E. Weddings | Permitted, see website for fees |

For Non-Members

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| A. Business, professional, and commercial events | Not permitted |
| B. Family (reunions, dinners, receptions) | Not permitted |
| C. Musical recitals and concerts | Permitted, room fees |
| D. Social (invited guests beyond family) | Not permitted |
| E. Colleague congregations and other non-profits | Permitted, room fees |
| F. Weddings (only at the discretion of clergy) | Room fee + other applicable fees |

User Fees

Fees will include available tables and chairs typically available in that space. Other event materials and/or equipment may be made available upon request, but must be noted at the time of application. Additional fees may apply. (Separate wedding and funeral policies will dictate the fees for those specific events).

Classrooms/Meeting rooms	\$35 per two hour block
Mary's Hall	\$100 per two hour block
Kitchen	\$50 per two hour block
Sanctuary**	\$100 per two hour block
Common Grounds	\$50 per two hour block
Chapel	\$50 per two hour block
Foyer	\$50 per two hour block

*two hour blocks include set up and take down time

**If A/V is needed, an A/V tech will be required at \$25 per hour.

A deposit of \$250 is required to be submitted in advance by separate payment at the time of application for all rooms other than classrooms/meeting rooms. This will be returned or shredded at the conclusion of the event providing no damage has been noted by the Administrator or authorized representative, or excessive cleaning needed. Fees are subject to change at the discretion of the Administrator.