



CHRISTIAN CHURCH *of* RURAL GROVE

Building Use Policy

Purpose

The purpose and intended use of the buildings and grounds of the Christian Church of Rural Grove (CCRG) is that they be used in a God-honoring way to serve His people and to aid them in showing God's love to those in this community. We view these facilities as belonging to the Lord and therefore desire they be used to exalt Him and to promote His message of love and grace.

Reservation Policy

The use of the facilities by other religious, charitable, cultural, educational or character-building organizations and individuals is permitted provided such use does not interfere with normal church functions. It is intended that any use of these facilities will be in keeping with the purposes and policies of the Christian Church of Rural Grove and our beliefs as stated in our church constitution.

- Functions which occur on CCRG property, other than those involving the regularly scheduled services, are generally regulated by the Pastor and/or the Deacons and Trustees of CCRG according to the following policy.
- The Pastor and/or the Deacons and Trustees of CCRG are authorized to refuse any request or cancel any function if it does not conform to the use, intent, or restrictions outlined in this policy.
- The Pastor and/or the Deacons and Trustees of CCRG reserve the right to deviate from this policy as the need may arise.
- Users may reserve a space no more than twelve (12) months in advance for one-time functions.
- Recurring reservations are permitted; however, no more than twelve (12) recurring reservations may be scheduled or reserved on the books by any individual or organization at any time.
- Cancellation: Organizations must cancel reservations as soon as they are aware they will not be using the space reserved. All fees will be refunded when at least twenty-four (24) hours notice of cancellation is given.

Functions are classified and fees determined according to their purpose. Classification of a function is made by the Pastor and/or Deacons of CCRG. Priorities will be in the order of Category #1, #2 and then #3.

Category #1 CCRG CHURCH PROGRAMS AND FUNCTIONS such as Young Adult Fellowship, Sunday School classes, Joy Club, Spoken4, board or committee meetings, church music programs and rehearsals, and weddings, receptions and funerals of CCRG members. The cost of the building use for Category #1 functions is included in the operating budget of the church.

Category #2 COMMUNITY OR CHRISTIAN SERVICE FUNCTIONS, as determined by the Deacons of CCRG, such as Rural Grove Fire Department community gatherings, meetings involving local ministries, relief efforts, and approved others. The cost of covering Category #2 functions is generally regarded as part of our Christian service, but donations to help cover our costs are gratefully accepted. If custodial care is required, a fee will be charged.

Category #3 CULTURAL OR SOCIAL FUNCTIONS, as determined by the Deacons of CCRG. All functions in Category #3 will be charged a fee for the use of the facility.

- All Category #2 and Category #3 functions require one representative of the group to be identified as the Function Leader.
- All Category #3 functions held before and after normal business hours require the presence of a responsible CCRG member who will ensure proper building use and opening and closing the church.
- Any group or organization not known to the Pastor or members of CCRG will be asked to present a written statement of its purpose on the Building Use Application, the reason for the function and the names of its leaders.

Reservation Fee Policy

Fee Schedule

Category	Sanctuary	Fellowship Hall / Gym	Classrooms	Kitchen
#1 Church Functions	No Charge	No Charge	No Charge	No Charge
#2 Community or Christian Service Functions ⁺ (Suggested Donation)*	\$75	\$100	\$25	\$25
#3 Cultural or Social Functions ⁺	\$85	\$110	\$35	\$25

⁺A \$50 refundable reservation deposit and \$25 refundable key deposit apply to Category #2 and Category #3 Functions as determined by the Pastor and/or Trustees of CCRG.

*If there is a charge for the event and/or if the event is a fundraiser, we ask that the fee be given as specified.

1. Fees must be paid at least one week prior to the scheduled event, unless other arrangements are made when the Function Leader is notified of approval.
2. If the Pastor and/or the Deacons and Trustees of CCRG find that they must cancel or suspend any reserved activity for any reason, all fees will be refunded pending the facilities are left in good order.
3. The Pastor or Trustees of CCRG may waive or modify the listed fees and requirements at their discretion.
4. The attached fee schedule has been established by the Trustees of CCRG.
5. Fees for the use of the facility are subject to periodic review and the fees charged to the groups will be adjusted accordingly.
6. For Category #2 (suggested donation) and Category #3, there is an additional \$50 fee per function (no more than four (4) sequential hours) for the presence of a qualified A/V technician and the use of the sound system.

General Guidelines

1. All groups using the church facilities will be expected to conduct themselves in a proper manner, showing respect for God and the Scriptures in all attitudes, actions, and activities.
2. Use of tobacco, alcoholic beverages, or illegal drugs is prohibited on CCRG property.
3. All groups must remove any non-church equipment used on the property at the end of the function at which it is used. (Except by prior arrangement with the Pastor or Designated Trustee of CCRG)
4. The use of the building will in no way interfere with the regular services or activities of the church.
5. CCRG may not be used for storage by outside groups.
6. No church equipment, including that of the kitchen, shall be taken from the church, except for use at CCRG functions. CCRG furniture or property may not be moved or altered except by prior consent of the Pastor or Designated Trustee of CCRG, and must be returned to its original position.
7. All lights must be turned off and doors secured after activities.
8. All trash must be picked up and the building left neat and clean at the conclusion of activities. Failure to do so will result in forfeiture of deposit.
9. Games of chance and/or lottery are not permitted on church property.
10. The use of tape or any type of adhesive for hanging of items to walls must have prior approval.
11. Except for cultural programs, the property will not be used for personal or commercial profit or gain.
12. In the case of youth groups, each group will have present a competent leader eighteen years of age or older as the responsible adult.
13. The Sound Room equipment is to be operated only by authorized personnel.

14. Permission must be obtained from the Pastor or Designated Trustee of CCRG to use the organ, piano, and/or Clavinova.
15. Because of the complex heating/cooling system, no one is permitted to change the controls.
16. Groups must provide their own supplies.
17. No food or drinks are to be in the Sanctuary or Classrooms unless the Function Leader is given prior approval from the Pastor or Designated Trustee of CCRG.
18. Groups are considered responsible for any damage to the buildings and grounds. The Pastor and Trustees of CCRG will work together with the Function Leader to establish the best plan for restitution on a case by case basis. The deposit will be held until restitution is made.

Application and Reservation Process

1. Contact the Pastor or Deacons of CCRG and request a Building Use Application.
2. Complete application and return to the Pastor or Deacons at least one month prior to desired date of use. Requests for building use will not be considered for a period beyond a year from the date of the request. The Pastor and Trustees of CCRG will seek to make a decision concerning the Building Use Application within two (2) weeks of receiving the completed application. The Pastor and Trustees of CCRG will determine the availability of the facility for such an event.
3. The Pastor or Designated Trustee of CCRG will seek to contact the Function Leader concerning the decision within two weeks of receiving the completed application.
4. Following notification of an approved function, the \$50 deposit must be received within one (1) week of notification. This deposit is fully refundable if guidelines and fees are properly regarded.
5. The Function Leader must meet with the Pastor or Designated Trustee of CCRG at least one (1) week prior to the function to get a clear understanding of the parts of the building that may be used and the “ground rules” for the use of same. A sketch of the requested table and chair arrangement must be submitted. This may be done orally or in writing at the option of the Pastor or Designated Trustee of CCRG. If a key is needed, it will be given at this time pending the \$25 refundable key deposit. Church keys will be issued or loaned only to individuals who are members of CCRG, or those showing a need as approved by the Pastor or Trustees of CCRG. A record of same will be maintained in the CCRG office.
6. Fees must be paid at least one week prior to the scheduled event, unless other arrangements are made when the Function Leader is notified of approval.
7. The \$50 deposit and \$25 key deposit will be refunded in a timely manner pending adherence to the guidelines of this policy and the return of the key within a week following the function.



CHRISTIAN CHURCH
of RURAL GROVE

Building Use Application

Date(s) of Use _____ Recurring Function? Yes No Frequency of Recurrence _____

Arrival Time _____ Departure Time _____ Time(s) of Event _____

Name of Group or Organization _____

Function Leader _____ Phone _____

Address _____ Term Expires _____

General liability and medical expense coverage? Yes No If Yes, we request a Certificate of Insurance naming the Christian Church of Rural Grove as an "additional insured". Please note that this is primarily for organizations and not individuals.

Brief description of the group or organization function and purpose _____

Proposed Use of CCRG Facility (Please be detailed. i.e. music, dancing, etc.) _____

Room(s) to be used Fellowship Hall/Gym Sanctuary Classroom (s) Kitchen

Number of people attending _____ Age Group _____

Special needs for set-up (please specify) _____

Equipment Request: Sound System (additional fee) TV/DVD/VCR Clavinova Piano Organ
 Tables (____) and Chairs (____) – Please specify number

Waiver of Liability

The Christian Church of Rural Grove (CCRG) assumes no responsibility or liability for any damage or injuries that occur while using the Church's facilities or on the Church's grounds. Any group or individual using Church property shall indemnify and hold harmless the Christian Church of Rural Grove from any claim, suit, demand, or action arising out of said group or individual's use of the Church property or presence thereon. Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases the Christian Church of Rural Grove, its trustees, pastor, and members from any and all liability related to the use of the property.

I, _____, representing the above stated group or individual have received a copy of the CCRG Building Use Policy. I have read it carefully and agree to abide by the policies and guidelines of the church. I understand that our group deposit will be forfeited if our group does not adhere to the policies stated in this document, and/or the key is not returned in the week immediately following our scheduled event.

Signature of Function Leader

Today's Date

Office Use Only: <input type="checkbox"/> Function Approved <input type="checkbox"/> Disapproved		Function Leader Notified Date _____
Key: Issue Date _____	Returned Date _____	CCRG Rep. Initials _____
Key Deposit: Received Date _____	Refunded Date _____	CCRG Rep. Initials _____
Function Deposit: Received Date _____	Refunded Date _____	CCRG Rep. Initials _____
Fee: Amount Due _____	Paid in Full Date _____	CCRG Rep. Initials _____