



Facility



REQUEST FORM

MILL CITY CHRISTIAN CHURCH FACILITY REQUEST

To fulfill our purpose, Mill City Christian Church (MCCC) will make its facilities available to church members and ministries. The Elders reserves the right to determine whether a group may use its facilities. By submitting a request to use the church facilities you agree that the church may decide, in its sole discretion, whether you may use the church's facilities, and this decision will be final and not subject to challenge.

- When scheduling an activity at the Church please fill out an "Event Planning Worksheet". Once approved, it will be placed on the Church Calendar.
- If a scheduled activity is cancelled, please notify the elders as soon as possible.
- If you need a key, please contact the pastor or elders and it will be determined if one will be loaned to you.
- Individuals or groups are restricted to only those areas of the facility that the group has reserved.
- Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- All lights must be turned off, heater and AC turned off, and doors locked upon departure.
- The use of church facilities must be scheduled through the elders.
- The remainder of this policy outlines who may use the church facility and rules for use of the facility. Additional information may be requested from any User beyond that described in this policy.

1. USE OF FACILITIES

Use of church facilities shall occur in the following order of priority:

1. Church meetings, events, activities, and ministries shall hold priority over any other request and will be scheduled at no charge.
2. Groups that come as an invited guest of MCCC shall be scheduled.
3. **MCCC members** may reserve the facilities per the approval process.
4. Outside, non-ministry groups or individuals will be considered for use.

Any approval previously given to any user may be revoked if there is a church ministry use desired at the same time as the previously approved use or if there is a request for use of the facility by any group or organization of a higher priority in the list above at the same time as the previously approved use. The decision to revoke any previously approved use shall be made by the Elders.

The following may not use the church facilities:

1. Any group or individual whose activities or positions conflict with the mission, doctrine and core values of MCCC as determined by the church, in its sole discretion, as an ecclesiastical matter, which determination shall be made by the senior pastor or elders and shall be final and conclusive. Any applicant to use church facilities

agrees that this decision is purely an ecclesiastical matter that involves interpretation of church doctrine.

2. Any group or individual whose use may be prejudicial in any way to the best interests of the church as determined by the pastor or elders in their sole discretion.
3. Any group or individual who does not appear able to provide, or indicates it will not provide, adequate adult supervision as determined by the pastor or elders in their sole discretion.

2. PROCEDURES FOR SCHEDULING USE

1. Groups or individuals wishing to use the church facilities must complete the "Event Planning Worksheet."
2. Requests for use must be made at least **two weeks before** the event date. However, as a general rule, facilities may not be reserved more than 60 days in advance, except for weddings and outside ministry events.
3. MCCC ministry events shall take precedence over all other requests.
4. The pastor and elders approves requests for facility use.

3. USER'S RESPONSIBILITIES

1. User shall be responsible for all buildings, grounds, fields, and equipment incident to the use of the church's facilities caused by any of User's participants, vendors, or attendees.
2. User shall make no temporary or permanent modifications to any church property unless approved in advance by the elders.
3. User agrees to make use of the church facilities in accordance with all church policies, rules, and practices, and in compliance with all county, state, and federal laws, including fire codes.
4. User is responsible for providing all necessary and appropriate safety instructions to all participants, vendors, or attendees at User's event.
5. Responsible adult supervision must be with the group at all times when facilities are in use.
6. All minor children must be supervised by an adult.
7. In the influencing others for Jesus Christ, the speech, dress and conduct of all participants will be in accordance with the highest Christian standards.
8. Audio/Visual: All music and prerecorded content must align with church doctrine and standards.
9. The following items are not allowed in or on the property: tobacco, weapons, alcoholic beverages, controlled substances, pets or anything that would detract from the Christian atmosphere

10. The church property and facilities must be left in a thoroughly clean condition.
The church may direct any clean-up costs it incurs to User for payment or reimbursement.
11. User must remove all materials from the church facilities within 2 hours after the event is concluded, unless another approved arrangement with the elders has been made. Any item or material left at the church facilities more than 10 days after an event is concluded shall be deemed abandoned and shall become property of the church to be used or disposed of as the church alone determines.
12. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

4. USER'S RESTRICTIONS

1. Smoking, vaping and any other use of tobacco products is prohibited on the church campus.
2. Illegal drugs are prohibited on the church campus.
3. Alcoholic beverages are prohibited on the church campus.
4. User agrees that its use will be orderly and in compliance with all applicable laws.
5. User understands that the church reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of the same. The church, its employees, its members, and its agents shall have free access at all times to all spaces occupied by User.
6. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.

5. USE OF EQUIPMENT

1. Any use of audio-visual equipment in any of the church's environments requires a member of the church's Media Team.
2. The use of DVD and televisions in classrooms may be used without a member of the Media Team.
3. Users are responsible for providing linens, utensils, glasses and dishes, etc.
4. No furniture (tables, chairs, etc.) or equipment belonging to the church may be loaned or removed from the building.
5. Users may use tables as chairs, as their set up requires, but Users should not move items until cleared by the elders.

Church Facility Reservation Request and Agreement

Date of event: ____/____/____ Time of event: _____ to _____

User type (Check one):

Individual

(parties, gatherings, meetings, etc.)

Organization

***All sports-related activities must have liability insurance.**

Name/Type of event:

Amount of people (limited to the buildings max capacities) _____

Set Up Date: ____/____/____ Set up time: _____

Contact information:

Name

Street Address

PO BOX

City

State

Zip

Phone #

Cell #

Email

Facility Requested:

Sanctuary Classroom(s) Field

Other details:

Do you need tables Round Tables (seat 6) or Rectangle Tables? Y or N

If yes, how many? _____

Do you need any use of audio-visual equipment? Y or N

(Note: operation of audio-visual equipment is determined by availability of a technician and may incur a fee.)

Please read and sign that you understand and agree to the terms of use of the church facilities. Form must be completed in full and returned to church elders before event is confirmed on the church calendar.

I affirm that:

1. I will be personally present during all usage of the church facilities (e.g. setup / decoration, event, and tear down).
2. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's Bylaws. I understand it is my responsibility to ensure that the conduct of all participants will be in accordance with the highest Christian standards.
3. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church elders.
4. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church elders.
5. I understand that upon approval of my facilities use request, I will need to provide audio-visual technician fees required by the church.
6. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the elders approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
7. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Church Member Signature

Date

Church Member Printed Name

Approval of Pastor/Elder Signature

Approval of Pastor/Elder Signature

Pastor/Elder Printed Name

Pastor/Elder Printed Name