

Southern Heights Christian Church

BUILDING USE POLICY

November 1st, 2013

FACILITIES USE POLICY

The Lord has richly blessed SHCC with wonderful grounds and facilities by which to serve Him. As it meets our mission statement of “**Seeking the Lost, Outfitting the Saints, and Serving Christ in our Community**”; It is our desire to open our church to be used by our church family first & foremost and the community of Lebanon as an outreach. Growing ministries and a growing church family has necessitated the adaptation of these guidelines in order that all facilities can be used and enjoyed to the fullest extent within **the mission statement of SHCC**. The following scheduling priorities have been established and will govern all decisions concerning the building use:

1. The first purpose and priority of our building is to serve the church body as a whole. Church-wide activities will always be given top priority in building use. In some cases such activities may bump previously scheduled events, except for approved and scheduled weddings, to another area of the building.
2. Our second scheduling priority will be the regular ongoing activities of the church’s recognized ministry groups (youth, small groups, etc.) God and Christ centered activities are given first priority.
3. Our facility may be available for non-church activities. These activities must be officially scheduled and then **sponsored by an active member of Southern Heights Christian Church**. Such activities will be approved through the office on the basis of space availability. The **sponsoring member is expected to be present at the activity and to accept responsibility for proper cleanup and for adherence to the facility use rules as described herein**. Access to the Building will be arranged by the office personnel as needed.
4. Exceptions on use of the facility by non-church groups, specifically organizations which currently use our facilities, will be made on a case by case situation to be approved by Senior Minister or Elder.
5. No “For Profit” organizations are allowed to be scheduled for reoccurring building use.
6. All requests of scheduling must be made on the proper forms and must be approved by the church office staff as well as Senior Minister or Elder.

FACILITIES USE GUIDELINES

- 1. ALL EVENTS WILL BE SCHEDULED AROUND THE CHURCH CALENDAR OF ACTIVITIES.**
 - a. First come basis, If a scheduling conflict arises, every effort will be made to find an acceptable solution with preference given to members excluding Weddings.
 - b. Building use is subject to being approved by the Southern Heights Christian Church office. A facility use form must be submitted for approval a minimum of two weeks prior to the requested use date.
 - c. No scheduling will be permitted beyond one year.

- 2. THERE IS A CHARGE FOR THE USE OF THE SOUTHERN HEIGHTS CHRISTIAN CHURCH BUILDING. THE FEES ARE IDENTIFIED IN SOUTHERN HEIGHTS CHRISTIAN CHURCH BUILDING USE FEE SCHEDULE.**
 - a. Inactive members (not regularly attended in last six months) will be charged the same as non-members.
 - b. All fees and deposits must be paid a minimum of two weeks prior to the event date. Failure to provide the required fees in advance will subject the event to being removed from the church use calendar.

- 3. ALL SATURDAY ACTIVITIES MUST END NO LATER THAN 6:00 P.M. INCLUDING THE NECESSARY TIME FOR CLEANUP.**

- 4. FOOD IS ONLY ALLOWED IN DESIGNATED AREAS. PLEASE HELP ENFORCE OUR FOOD POLICY WITH YOUR GUESTS.**
 - a. No food is allowed in the Sanctuary.

- 5. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN OUR FACILITY OR ON THE GROUNDS. SMOKING IS ALLOWED ONLY OUTSIDE OF BUILDING.**
 - a. No beverages containing red dye are to be served in our building.
 - b. Please see both porches are swept and cigarette butts picked up.

- 6. YOU ARE RESPONSIBLE FOR THE SETUP AND TEAR DOWN OF YOUR EVENT.**
 - a. Tables and chairs should not be moved from one room to another without prior authorization granted on the facility use form.
 - b. Tables and chairs must be returned back to their original location and organized per the Classroom Checklist displayed in each room.
 - c. Furniture, music instruments, chairs, and decorations located in the Sanctuary must not be moved without prior authorization of the church office and must only be performed by approved personnel. Notify the church office at least 72 hours in advance of any furniture arrangement.
 - d. No candles, flowers or anything else are to be placed on the musical instruments. If candles are used, plastic must be placed under them. The church does not supply plastic.

- e. Adjusting the lighting or heating and air conditioning is prohibited except by authorized church personnel.
 - f. No glue, tape, tacks, or nails are to be used to attach anything to church property.
 - g. Helium filled balloons are not allowed in the church Sanctuary.
- 7. KITCHEN APPLIANCES, EQUIPMENT, AND SUPPLIES MAY BE USED BY MEMBERS ONLY.**
- a. Items must be cleaned and/or wiped down after use.
 - b. Items must be returned to their proper storage area after use.
- 8. ELECTRONIC EQUIPMENT, DEVICES, ORGAN, PIANO, AND MUSICAL INSTRUMENTS MAY ONLY BE USED AND OPERATED BY AUTHORIZED CHURCH PERSONNEL.**
- a. Applicant is responsible for contacting and scheduling authorized church personnel necessary to operate requested equipment, organ, piano, and/or instruments. Contact church secretary for names and contact information.
 - b. Church telephones are restricted to local calls only and may only be used by church members.
- 9. YOU ARE RESPONSIBLE FOR THE CLEANUP IMMEDIATELY AFTER YOUR SCHEDULED EVENT:**
- a. Decorations from your event must be removed immediately
 - b. Tables and counters must be wiped down.
 - c. Floors vacuumed or swept and spills cleaned up immediately.
 - d. Trash picked up, put in trashcans, and trash bags taken out to dumpster located next to shed on southeast corner of kitchen.
 - e. Utensils cleaned and properly stored.
- 10. ALL EXTERIOR DOORS AND WINDOWS ARE TO REMAIN CLOSED AS THE BUILDING IS CLIMATICALLY CONTROLLED.**
- 11. ONLY PARK IN DESIGNATED AREAS. NO PARKING IS ALLOWED ON THE CHURCH LAWN.**
- 12. BREAKAGE AND DAMAGE OF ANY KIND TO CHURCH PROPERTY IS TO BE REPORTED IMMEDIATELY TO THE CHURCH OFFICE.**
- a. Regardless of the number of people, there is a damage deposit required by the person submitting the facility use application form. The deposit must be received two weeks prior to the event. It is the Building Administrators judgment to return the applicant's deposit. The deposit will be held by the church office until the event is over and building maintenance reports no experienced damage. If no damage is reported, the deposit will be refunded to the applicant within one week after the event.

WEDDINGS

We are honored to be a part of such a joyous occasion as your wedding. We believe that marriage is ordained of God and, therefore, sacred and holy. We believe each wedding is a worship experience and involves a definite request for God to bless the marriage. The following guidelines are designed to assist us in providing positive help for lasting marriage relationships.

1. In general, a Southern Heights Christian Church minister will perform any weddings held at Southern Heights and will involve marriage counseling which can be arranged with officiating minister. However, other arrangements may be worked out **only** with prior Senior Minister and elder approval.
2. The wedding will be scheduled on the church calendar upon submission of a facility use application & Wedding information sheet, determination of date availability by office, and Senior Minister or elder approval.
3. We feel that marriage is the most beautiful of human relationships, ordained by God, intended to bring happiness and fulfillment to men and women. Because of that, we feel it is our responsibility to handle each marriage in a way that will glorify God and ensure, as best as possible, a lifelong commitment between husband and wife. We believe in the Biblical design of marriage, one woman and one man for life. However, we do not believe divorce is the unforgivable sin, so we intend to work with couples that desire to be married but have been divorced.
4. There are four issues that the church expects the couple to address if they wish to marry at Southern Heights Christian Church:
 - a. The couple should intend to build a Christian marriage and, therefore, be members of the Body of Christ.
 - b. That there be no co-habitation (living together) before the ceremony.
 - c. That the couple abstain from sexual involvement until after the wedding.
 - d. We encourage membership and attendance at Southern Heights Christian Church.

QUESTIONS CONCERNING THESE ITEMS MAY BE REFERRED TO ONE OF THE MINISTERS OR ELDERS. A COMMITMENT TO THESE FOUR ISSUES IS REQUIRED BEFORE PLANS ARE FINALIZED.

5. Charges for the use of the Southern Heights Christian Church building are based on multiple factors. The fees are identified in the attached Southern Heights Christian Church rental fee schedule.
6. All building use fees and/or deposit must be paid to church office at least two weeks prior to wedding.

7. The bride and groom are responsible for seeing that all facility use rules are followed. They are also financially responsible for damages to the church building and/or property. Southern Heights Christian Church is not responsible for loss of personal property.
8. All wedding equipment (candelabra, candle lighters, etc.) **MUST BE REMOVED** from the building after the wedding. Please clean any spills, etc. created by the wedding guests. It is imperative that driplless candles are used or plastic is placed under all lighted candles.
9. Birdseed (rice not allowed) is to be given out and thrown only outside of the building.
10. See Building Use Policy for further building use questions and policies.
11. A pre & post facility use checklist must be completed & all items on list completed to get full deposit back. Deposit will be returned within one week, less any applicable cleaning or damage costs, following approval/inspection by building administrator.

We congratulate you on your forthcoming wedding and hope that the use of our facilities will help make your wedding a memorable occasion. Beyond that, we hope your marriage in Christ is good, fulfilling and lasting.

SOUTHERN HEIGHTS CHRISTIAN CHURCH FACILITY USE FEES

Building Use Description	Member Fees	Check Item Used	Non-Member Fees	Check Item Used
Facility Reservation Areas				
Worship Center & Fellowship Hall (2 hrs included, \$75 per hr after)	\$0		\$250	
Fellowship Hall (only)	\$0		\$125	
Chapel	\$0		\$75	
Classrooms	\$0		\$50	
Kitchen	\$0		N/A	
Facility Equipment				
Piano	\$0		\$10	
Organ	\$0		\$10	
Church Staff				
Sound & Video Equipment Operator	\$0		\$50	
Organ Player	\$0		\$50	
Piano Player	\$0		\$50	
Janitor/Cleanup (Chapel &/or Classrooms only)	\$0		\$75	
Janitor/Cleanup (Full Building)	\$0		\$100	
Minister	\$0		\$150	
Church Deposit	\$0		\$150	

Deposit Charges are to be paid a minimum of two weeks before the Activity.

WEDDING USE APPLICATION FORM

Member Non-Member

Today's Date: _____

Event Date: _____ Event Time: _____ am/pm

Bride & Groom: _____

Contact Name: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Worship Center Fellowship Hall Chapel Classroom Kitchen (Member Only)

I will Need: Sound Projection TV/DVD

Set-up Date: _____ Time: _____ am/pm

Rehearsal Date: _____ Time: _____ am/pm

Number of People Expected: _____

I have read the church use policy and rules and agree to follow them as outlined. I have also reviewed the building use fee schedule and agree to pay for those items authorized and approved to use.

Applicant's Signature: _____ Date: _____

Church Office Use Only

Approved by: _____ Date: _____
(Minister/Elder)

Deposit Required: \$ _____ Date Received: _____

Deposit Returned: \$ _____ Date Returned: _____

Total Building Use Fee: \$ _____ Date Received: _____

MEMBER FACILITY USE APPLICATION FORM

Today's Date: _____

Event Date: _____ Event Time: _____ am/pm

Event Name: _____

Contact Name: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Worship Center Fellowship Hall Chapel Classroom Kitchen (Member Only)

I will Need: Sound Projection TV/DVD

Set-up Date: _____ Time: _____ am/pm

One-Time Usage Re-occurring Usage

Frequency (i.e. once a week, month, etc.) _____

Number of People Expected: _____

I have read the church use policy and rules and agree to follow them as outlined. I also agree to make sure building clean check-list is completed before & after event.

Applicant's Signature: _____ Date: _____

Church Office Use Only

Approved by: _____ Date: _____
(Minister/Elder)

Deposit Required: \$ _____ Date Received: _____

Deposit Returned: \$ _____ Date Returned: _____

Total Building Use Fee: \$ _____ Date Received: _____

BUILDING CHECK-LIST

Pre	Post	
<input type="checkbox"/>	<input type="checkbox"/>	Church Overall Clean & Available for use
<input type="checkbox"/>	<input type="checkbox"/>	No Glue, Tape, Tacks, or Nails present
<input type="checkbox"/>	<input type="checkbox"/>	Floors Clean/Swept/Vacuumed
<input type="checkbox"/>	<input type="checkbox"/>	Tables & Chairs in proper place
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Clean (If Applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Appliances/Equipment/Supplies clean (If Applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Decorations removed
<input type="checkbox"/>	<input type="checkbox"/>	Tables & Counters wiped down
<input type="checkbox"/>	<input type="checkbox"/>	Trash picked up/Placed in trashcan/Trash removed to dumpster
<input type="checkbox"/>	<input type="checkbox"/>	All Exterior doors & windows closed/locked
<input type="checkbox"/>	<input type="checkbox"/>	Outside Porches clean of trash & cigarette butts
<input type="checkbox"/>	<input type="checkbox"/>	All lights turned out
	<input type="checkbox"/>	Key/Key Fob returned to church office