

Use of the sanctuary for non-church purposes other than weddings and funerals is at the discretion of the church staff and Administrative Ministry Steward. Additional guidelines apply to the use of the sanctuary for weddings.

EVENT MONITOR AND/OR SECURITY

To ensure that stated guidelines are observed and to help groups feel more comfortable in the building, a MONITOR will be assigned to each group's activity. For church and/or member sponsored activities, the person or persons in charge of the event will serve as the monitor.

Outside groups, especially those large in numbers, must provide their own greeters at the door to direct people to the event. A Monitor will be provided for events that occur during non-business hours (after 4:30 Monday through Friday or weekends) at a charge of \$35 per hour for the 1st hour and \$25 for each additional hour.

Monitor responsibilities include:

- Maintaining building security which includes checking that all doors are locked, windows secured and lights are off.
- Assuring space is left in suitable condition for use by subsequent groups.

All entrances will be locked if the specified event occurs during non-business hours (after 4:30 p.m. Monday-Friday or on weekends.)

DONATIONS

First Christian Church provides the use of the building and facilities as part of the congregation's outreach ministry. However, groups/individuals are asked to share the cost of maintaining the building and staff time by making a donation in accordance with the nature of the event or program and the user's financial resource.

A schedule of suggested donations for non-member groups is listed below:

- = Fellowship Hall-\$50 per hour
- = Major Hall-\$50 per hour
- = Centrum-\$25 per hour
- = Conference room, Founders Room, classroom-\$25 per hour

Use of the building and charges for weddings is covered under separate guidelines.

Revised July 2014

First Christian Church
401 West Jefferson Street
Bloomington, IL 61701
www.blmfcc.com
309 829-9327

Building Use Guidelines
Conditions and Requirements
for users of the
First Christian Church, Bloomington, IL
Phone: 309 829-9327

The members of this congregation believe that just as individual Christians must be faithful stewards of their time, money and talents, the congregation must collectively be faithful stewards of our building in service to God's people. It is the desire of First Christian Church to share its facilities and resources with other community organizations and service agencies. These guidelines have been developed to ensure reasonable access and fairness for all users of the church building, including its members.

AUTHORITY

First Christian Church's facilities will be made available pursuant to the approval of the Pastoral staff, Administrative Ministry Steward of the Official Board, and the Administrative Assistant. This group, at its discretion and in accordance with policies, allow access to the building and use of the facilities to non-church applicants.

AVAILABILITY

Use of the church facilities is limited to those organizations and groups whose activities are in accordance with the purpose and principles of First Christian Church. The church staff/Administrative Ministry Steward reserves the right to deny the privilege of building use at its discretion without explanation or justification.

The church staff/Administrative Ministry Steward reserves the right to cancel any building use agreement if the terms of these guidelines are not met. Groups using the building on a regular basis (i.e. weekly, monthly) must have their use agreements reviewed annually.

Programs of First Christian Church have priority over all other activities in the building. In the event of an unscheduled "priority" activity (e.g. a funeral) the office staff will endeavor to make alternate arrangements with the scheduled users of the facility. Special events sponsored by church groups and members require review and approval by staff under the direction of the church staff/Administrative Ministry Steward.

The facilities may be used only on the dates and hours, and in the space(s) specified in the confirmed building use agreement. The building must be vacated by the time shown on the notice of confirmation.

Arrangements for use of church facilities must be made by contact with the Church Office (309-829-9327) to obtain the Building Use Request Form. The form is also available on the church's website www.blmfcc.com. The requesting group must fill out the form and submit to the Church office at least 3 weeks prior to the event. When a booking is approved, a notice of confirmation is issued to the group contact person by the Administrative Assistant.

RESPONSIBILITIES OF USER GROUPS

Each user group must appoint ONE person who will be the contact with the church regarding the building use agreement. If there is a change in the contact person, the user group is required to notify the church office immediately. It is the responsibility of the user group's contact person to ensure that:

– All organizers and leaders of the event know and understand the terms and requirements of the building use agreement.

– All persons attending the event comply with the conditions of these guidelines. If the standard of supervision is not of an acceptable nature the privilege of building use may be revoked.

– The user group has access to the church building for the event. Users will be issued either a short term or a long term key based on building security policy. Under no circumstances will a key be duplicated.

– All activities involving children and youth (ages 18 and under) must have adequate adult supervision. A minimum of two adults must be present for all children/youth activities. If more than ten children/youth are present, two additional adults must be present for every additional ten children/youth.

– The user group adheres to the times and use of the areas of building named in the confirmed building use agreement.

– Courtesy is shown to other church building users.

The user group is responsible to pay for all damages and/or loss of church property which may result from its activities. Any damage or problem with the building or any of its facilities should be reported IMMEDIATELY to the monitor on duty or administrative staff.

User groups using the church's kitchen facilities need to follow the guidelines provided with the building use confirmation and those posted in the kitchen.

LIABILITY

User groups are required to indemnify and hold harmless First Christian Church from any claim whatsoever by, or in respect of, any persons or personal property arising out of the user group's use or access of the First Christian Church building, facilities, or property. Non-church sponsored event users are required to provide a Certificate of Liability or sign a waiver of liability which advises that they, and those who attend their activities, are responsible for their own liability. A copy of the Certificate of Liability must be presented upon confirmation of the event.

The church is not responsible for lost or stolen items.

SERVICES

Sound system equipment must be operated by qualified operators. Users must hire Church personnel to provide this service if church equipment will be used.

Nursery facilities are not available except for church sponsored activities.

RESTRICTIONS

The following restrictions apply to ALL groups and/or persons using facilities.

- SMOKING and ALCOHOLIC BEVERAGES and ANY ILLEGAL SUBSTANCES are prohibited in the building or on any property of First Christian Church.
- FOOD and DRINK are prohibited in the sanctuary.
- The use of nails, tacks, screws, tape or other adhesives to mount posters, signs or flyers on walls or other surfaces is prohibited.
- Church equipment may be removed from the premises ONLY for use in connection with a church function and may NOT be borrowed by individuals or non-church groups.
- With the exception of specially trained service dogs, animals are not to be brought into the building or onto the church property.