

Board of Trustees - Use of Facilities Policy

Christ Church Mission Statement: *Becoming Living Proof of God's Love One Person at a Time*

This policy applies to non-church-related uses both by and for members and by and for non-members.

A. Why Standards Are Needed

God has blessed Christ Church with a beautiful facility, and we have the responsibility of serving as good stewards of the facility and have the responsibility of ensuring its cleanliness, good condition and proper use. Christ Church receives many requests for the use of its facilities from groups inside and outside the church; therefore, procedures and standards are necessary.

B. Insurance Necessary

It is required that anyone contracted to perform services of any kind for or at Christ Church or use the facility in any way provide a current **certificate of insurance** naming Christ Church United Methodist, Inc. as an Additional Named Insured, and which provides adequate insurance to cover any potential claim against the Church. This is required by **any group** using the facilities including caterers. For further information, contact Administrative Services at 897-6421.

C. Building Standard Hours

1. The building's standard hours are 8:00 a.m. to 10:00 p.m., seven days a week. Evening activities and meetings must conclude by 9:30 p.m. to accommodate Facilities Maintenance staff.
2. Bad weather policy: Program directors shall make appropriate arrangements and notification if he/she wishes to continue with the activity. (NOTE: walkways and parking lots may not be cleared.) The Weekday School decides independently from JCPS and will communicate through local TV stations and the Reach Alert System.

D. Prohibited Activities

1. Use of tobacco and/or alcohol is not permitted in the building.
2. Fighting, abusive behavior and foul language will not be tolerated. The individuals in violation will be instructed to leave the premises. The entire group may also be asked to leave if deemed necessary, and no refunds will be given.
3. Uses for commercial purposes (including home businesses) unrelated to a "church ministry" are not permitted without specific waiver of the Board of Trustees or its delegate.
4. Any damages to church property (inside or out) resulting from the individual or group activities will be charged to the appropriate party. A damage deposit may be required depending upon the nature of your event.

E. Kitchen Use and Guidelines

We have commercial equipment to accommodate large numbers of people requiring specialized training for safe operation. No person under the age of 18 is permitted to operate any equipment without trained, adult supervision. Individuals or groups using the equipment fully understand Christ Church makes no representation regarding the equipment and does not provide any training on use of the equipment, and those individuals or groups assume the reasonable risk associated with the use of any kitchen equipment. A Certificate of Insurance must be provided to the church prior to using the kitchen. Food is to be kept in food designated areas and left overs should be removed after use.

E. Child Care Facilities Usage

1. Any request must be approved by the Children's Ministries. Additional fees for childcare apply. Refer to FEE SCHEDULE.
2. All care givers must be approved or current employees of the Nursery/Child Care department. All new employees are subject to a standard screening process. Please refer to the Safe Sanctuaries Policy.
3. Two persons are required per room, one of whom must be at least 18 years or older. No one under 18 is to be left unsupervised in a room with children. (Please refer to the Safe Sanctuaries Policy.)

F. Procedure for Reserving a Room at Christ Church

1. Rooms are available for church programming and for personal use to all church members on a basis of availability and according to the current policy, as amended by the Board of Trustees. In general, however, Church programming is given precedence over outside groups
2. Fees cover custodial support, maintenance and other costs incurred by the Church when such usage occurs. Non-member requests approved for usage are subject to a higher fee. Additional fees may apply based on need such as Sound Technician for non-Church programming. Sound Technician fees are never included for funerals and other worship services. Sound technicians will be appropriately compensated for weddings, but the associated fees will be taken from the facility usage fee and not be in addition to the facility usage fee.
3. Church staff does not have authority to waive a fee or apply a different fee. Any variation from approved fees must be considered by the Board of Trustees
4. All requests by outside groups to reserve space can be made no more than six (6) weeks in advance and must follow approved procedures listed herein. Any requests more than six weeks in advance require approval from the Executive Director.
5. For groups requesting use on a recurring basis, a one-time Facility Use Request is required, indicating the inclusive dates and the frequency (i.e. weekly, monthly). The church must be notified as soon as possible with any variation. Users are requested to utilize only the room(s) they have reserved.

Please note: This Facility is monitored by video surveillance for security purposes.

4. Outside groups should visit www.ccum.net/request to complete an initial Facility Use Request. Sanctioned Church programs do not fall under this process, and for those, if a room is available, it will be reserved.
5. Church staff will check the Church calendar for availability and advise the group contact. The Trustee Committee or delegate reserves the right, to grant or refuse a group's requests for space reservation
6. If the date is available, a completed Reservation Form will be sent to the group's contact for signature, acknowledging agreement to facility use terms.
7. Upon receipt of the signed Reservation Form, the event will be entered on the church calendar. The additional named Insured certificate required of groups must be received by the Church at least one week prior to the event. The facility use fee is to be paid prior to the event and may be made on the day of the event so long as it is received before the event begins.



FEE SCHEDULE

Please complete this form and return to:
 (Include deposit if applicable)

Facility Reservations
 Christ Church United Methodist
 4614 Brownsboro Road
 Louisville, KY 40207

Room	Non-Member Rate	Member Rate
Sanctuary	N/A	\$350
Chapel	N/A	\$200
Fellowship Hall	\$700	\$375 under 200; \$500 200+
Meeting only (no food)	\$400	\$200 under 200; \$250 200+
Parlor	\$150	\$75
Café	\$100	\$50
Gymnasium	\$100	\$50
Conference Room	\$50	\$25
Classrooms	\$50	\$25
Youth Center/The Stream (no food)	\$50	\$25
Event with food	\$100	\$50

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All fees are approved annually by the Board of Trustees and provide both member and non-member rates.

Additional Fees That May Apply for Non-Church Programming

Childcare Fees \$16.00 per hour for 2 employees for a minimum of 2 hours
 Sound Technician Fees \$20.00 per hour / \$40.00 per hour (2 Hour Minimum)