

**CENTRAL CHRISTIAN CHURCH**

803 Greene St., Boone, Iowa  
515-432-3540

May 2019

**FACILITIES USE REQUEST**

Active Member \_\_\_\_\_ Non-member or Inactive Member \_\_\_\_\_

A facilities use request form must be completed for any activity at Central Christian Church that is not directly church related. The facilities of the church are to be used in accordance with the rules and fees as outlined below.

**NO FACILITIES USE FEES WILL APPLY FOR:**

- A. Active members
- B. Organizations that are church sponsored (CWF, church committees, and church-sponsored youth organizations).

**FACILITIES USE FEES WILL APPLY FOR:**

- A. Charitable organizations not sponsored by the church
- B. Non-members and inactive members
- C. Facility use fees may be waived with written permission at the discretion of the General Board

**DAMAGE DEPOSIT:** A damage deposit of \$200 is to be received by the church secretary prior to reservation of a date for the planned activity. This deposit must be received 30 days prior to the event. After the event, the custodian or chair of the trustees will inspect the church and if no damage is noted, the deposit will be refunded within 30 days. If damage is noted, the user of the facility will be notified and allowed to make appropriate repairs or informed of the cost to perform the repairs at the user's cost.

**DATE DEPOSIT RECEIVED** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_

**DATE(S) REQUESTED** \_\_\_\_\_

**AREAS REQUESTED** \_\_\_\_\_

**THE USER AGREES TO THE FOLLOWING:**

1. By signing this agreement, the user agrees to the following rules which are a part of this contract and agrees to inform all participants of the rules and abide by them.
2. This agreement is valid only for the dates noted.
3. All requests for use of the church must be accompanied by a facilities use request form.
4. Furnishings and equipment are not to be removed from the church premises without prior approval from the chair of the trustees.
5. Outside food services may be used under advance arrangement with the Christian Women's Fellowship (CWF). Non-members must have a CWF member in attendance during use of the kitchen.
6. Use of the kitchen equipment is the responsibility of the CWF. All equipment and dishes used must be cleaned and returned to its proper place at completion of the activity. No equipment is to be removed from the church.

7. Users are to remain in the area reserved on the facilities request form.
8. This is a no smoking and alcohol-free facility both inside the facility and the surrounding grounds. Violation of these rules will be cause for termination of the use of the facility.
9. **Separate checks** will be written for the various fees noted and these checks are to be given to the church secretary for distribution.

A trustee, or designee of the church, will unlock the church prior to use of the facility by a non-member and will lock the facility after the activity at a time agreed to by the renter and the trustee. The trustee will inspect the restrooms, turn off lights throughout the facility and lock the building. Members are to perform these duties prior to leaving the church.

If tables and chairs are to be arranged in a certain pattern within fellowship hall, a rough diagram must be supplied in advance for the custodian to make these arrangements.

**FEES:**

**ROOM FEES (waived for active members):**

Sanctuary .....	\$350	
Chapel .....	\$100	
Fellowship Hall .....	\$200	
Kitchen (for outside food service) .....	\$200	
Fireside Room (if not used as auxiliary to the sanctuary or fellowship hall) .....	\$50	
Candelabra rental (candles not provided) .....	\$20	Total \$ _____

**CUSTODIAL SERVICES:**

Assessed for each room used .....	\$60	Total \$ _____
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**STAFF SERVICES:**

Pastor .....	\$400	
Organist or audio/visual operator .....	\$150	Total \$ _____

Active members are encouraged to make a free will offering for the use of church facilities.

Signature of person making the request \_\_\_\_\_

Date \_\_\_\_\_

Signature of person in charge at event \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_