

**NORTH CHRISTIAN CHURCH (DISCIPLES OF CHRIST)  
FACILITY USE POLICY**

North Christian Church (NCC) desires that members and organizations in the community consider NCC's building and grounds as resources for hosting events and activities. Use will be permitted to individuals and groups who align with NCC's core values. NCC is an Open & Affirming, Anti-Racist/Pro-Reconciling congregation, committed to Ecumenical and Interfaith cooperation.

Requests for building use are managed by the Community Ambassador, but the church Trustees have final authority on granting permission for use. A Facility Use Agreement Form must be completed at least 30 days in advance of your event. No confirmation will be given for building use until payment has been made in full.

NCC reserves the right to schedule other concurrent activities and events in other parts of the church facilities. In the rare event of a conflict with the space, the church office reserves the right to make reasonable accommodations/requests to adjust room assignments.

For groups requesting long-term or recurring use, signing of a contract outlying the agreement between the church and the organization will be required.

## **RULES AND PROCEDURES**

1. **SCHEDULING:** Scheduling is done on a first-come, first-served basis. Events and activities must be scheduled at least thirty (30) days in advance. Confirmation of reservation of facilities is only made once fees have been paid in full.
2. **KEYS:**
  - a. A key will be loaned to the responsible party, according to the Facilities Use Agreement Form, with a \$50 deposit.
  - b. The key will remain in the possession of the responsible party **ONLY**. The key is not to be lent to anyone for any reason at any time.
  - c. Key must not be duplicated.
  - d. Key must be returned to the church office on the next business day (Monday or Thursday) following your event.
  - e. The \$50 deposit will be reimbursed when the key is returned to the church office.
  - f. If a key is lost, not only will the \$50 deposit not be returned, the responsible party will pay for the building to be re-keyed.
3. **BUILDING USE:** Access is restricted to the specific room(s) of the facilities as designated on the NCC Facility Use Request Form. Use of access doors, adjacent hallways, and rest rooms are included. Areas not reserved are off limits.
4. **SUPERVISION OF CHILDREN AND YOUTH:** NCC is concerned with providing a safe environment for all children and youth. Users of the facility are expected to follow these guidelines:
  - a. Adult supervision of children and youth under the age of 18 is required at all times, both inside the church building and on the church grounds.
  - b. At least two adults over the age of 21 should be present at all times during any program or event involving children.
5. **RESTORATION OF PREMISES:** The premises, furnishings, and equipment used by your group must be left clean and in the condition and manner in which they were before your event. Please return furniture and equipment to its original location.
6. **DAMAGES:** All persons and/or groups using the facilities are expected to exercise reasonable care and judgment to prevent damage or breakage to church property. Spills should be cleaned up immediately.
7. **NOT RESPONSIBLE:** NCC will not be held liable for individual property that is lost, stolen or damaged while at NCC. NCC is not liable for personal injuries resulting from user-group events and activities.
8. **CHURCH PROPERTY:** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Signing a loan form will be required.
9. **DECORATIONS:**
  - a. Decorations may not be attached to walls, doors, furniture or windows with any kind of tape, including post-it notes and sticky flip charts.

- b. Absolutely NO tacks, nails, or screws should be used to attach decorations, anywhere in the building.
  - c. All decorations must be removed immediately following the event.
  - d. No existing decorations that are the property of the church may be removed without prior permission from the church office.
10. STORAGE: Storage space is not available to organizations other than church groups. All organizations using the facility will be responsible for storing their materials offsite, unless prior arrangements have been made through the church office.
11. KITCHEN USE: Kitchen use must be specifically requested and authorized prior to your event. An additional fee is required for kitchen use. An orientation with a Property Steward will be required before use.
- a. The kitchen must be left clean and in the manner in which it was found.
  - b. All trash must be bagged and removed from the church at the conclusion of your event.
  - c. The refrigerator and freezer may be used, but all leftover foods must be removed at the conclusion of your event. Any food remaining in the refrigerator, freezer, or anywhere else in the kitchen following your event will be disposed of immediately.
  - d. The ice maker is available for use, however if large quantities of ice are needed, it is advisable that you carry in needed ice.
  - e. It is preferred that all food preparation takes place off-site.
  - f. The coffee pot may be used, but coffee, tea, sugar, cream, etc. is not provided.
  - g. Paper/plastic materials must be carried in, including napkins, placemats, and tablecloths.
  - h. All property of the church, including plates, silverware, serving equipment, and coffee pot must be washed and returned to their proper storage locations.
  - i. Serving carts are available for use, with advance request.
12. FOOD AND DRINK:
- a. No food or drink are permitted in the sanctuary, with the exception of bottled water, secured with a twist-on lid, and food or drink that is associated with a religious ceremony (such as communion).
  - b. Clear liquids should be poured down the kitchen drain before throwing away the empty container.
  - c. All food trash should be bagged and removed from church property at the conclusion of your event.
13. RECYCLING: Recycling is encouraged. A recycle bin for metal, plastic, and glass can be found in the kitchen. Paper recycling containers are located throughout the building. Please use the appropriate recycling containers whenever possible.
14. PIANO AND ORGAN USE: Permission to use any of the pianos, the organ, or any other church-owned instruments must be given in advance by the Director of Music. Pianos may not be moved, except by permission from the Director of Music.
15. SANCTUARY SOUND SYSTEM AND PROJECTION EQUIPMENT: The sanctuary sound system and projection equipment are available for use upon request. This equipment must only be operated by a trained and authorized member of the congregation and will result in an additional fee. No other equipment may be attached to the sound system without prior approval.

16. **CANDLES:** Only non-drip, unscented candles are permitted in the church building. Individually held candles are not allowed for non-NCC sponsored events. Stationary candles must be placed on metal/non-flammable trays or plates. Candles are never to be placed directly on any furniture. Candles must be kept a reasonable distance from any flammable or combustible materials.
17. **NO SMOKING:** All forms of tobacco (including smokeless) and e-cigarettes are prohibited from use in any area of the church interior. Smoking is permissible in the parking lot in one's own vehicle.
18. **NO ILLEGAL DRUGS:** Illegal drugs, other illegal substances, and the mis-use of prescription drugs are not permitted on church property, including the parking lot and grounds.
19. **ALCOHOL USE:** No alcoholic beverages may be served without prior permission from the church office. An additional Alcohol Use Policy must be signed.
20. **WEAPONS:** No firearms, knives, or weapons of any kind are permitted on church property.
21. **ANIMALS:** Service animals are always welcome in the building and on the grounds. Other animals are not permitted in the building without advance permission from the church office.
22. **PUBLICITY:** NCC's name and/or logo are not to be used for the advertising and promotion of any event without permission from the church office. NCC's phone number is not to be published as the number to call for additional information about your event.
23. **DEPARTURE:** At the conclusion of your event, please:
  - a. Remove all decorations and carried-in materials.
  - b. If you used the coffee pot, or anything electrical, be sure it is turned off or unplugged.
  - c. Be sure all candles are completely extinguished.
  - d. All trash must be bagged and removed from the building and grounds.
  - e. Return the area(s) used to their original condition.
  - f. Ensure that all event participants have left the building.
  - g. Turn off all interior lights.
  - h. Check all exterior doors to ensure they are closed, locked, and latched – even those your group did not use.
24. **EMERGENCIES:**
  - a. No first aid kit is available onsite. Users of the church facilities are encouraged to bring one for use during their event.
  - b. Fire extinguishers are located in the kitchen and outside each restroom in the building.
  - c. Dial 911 for emergencies. The church's address is 850 Tipton Lane, Columbus. As we have a large building and large grounds, it is important to advise authorities more precisely where to come when help is needed.

## ALCOHOL USE POLICY

Groups using NCC facilities may be granted the privilege of serving alcoholic beverages under very special circumstances, such as a traditional religious rite or ceremony. Permission must be obtained in advance and requires signing this policy by the responsible party, according to the Facilities Use Agreement Form.

1. The organization sponsoring the event or activity on church premises assumes all responsibility for observance and enforcement of the alcohol use policy.
2. It is the responsibility of the organization who is hosting the event to ensure responsible consumption for all event participants, and to assign designated drivers, if necessary.
3. Alcoholic beverages served must only be brought to the church by the event host or organization.
4. Underage drinking, as defined by Indiana law, is absolutely prohibited.
5. Food must also be served when alcoholic beverages are served.
6. Alternative non-alcoholic beverages must also be offered, displayed, and served in a manner that is equally prominent as the alcoholic beverages.

I have read and understand the Alcohol Use Policy of North Christian Church, and agree to abide by it in its entirety.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## FEE SCHEDULE

**Contracted rental time includes setup and cleanup time.**

**For events with more than 50 persons present, a Property Steward is required.**

**For events at which an admission fee is charged, the rental fee may include a percentage of the admission fees collected.**

**Fee schedule subject to change without notice.**

**(NCC Wedding Policy takes precedence.)**

Sanctuary (seats 450)	4 hours or less	\$300
	Each additional hour	\$50
Baptistry/Chapel (seats 44)	4 hours or less	\$200
	Each additional hour	\$50
Auditorium (seats 150 around tables or seats 200 without tables)	4 hours or less	\$300
	Each additional hour	\$50
Lounge (seats 35 around tables)	4 hours or less	\$150
	Each additional hour	\$25
Kitchen (low use – no food prep)	4 hours or less	\$50
	Each additional hour	\$10
Kitchen (high use – food prep)	4 hours or less	\$150
	Each additional hour	\$25
Conference Room (seats 15)	4 hours or less	\$35
	Each additional hour	\$10
Youth Room	4 hours or less	\$50
	Each additional hour	\$15
Music Suite	4 hours or less	\$75
	Each additional hour	\$25
Small Classroom (seats 8)	4 hours or less	\$30
	Each additional hour	\$10
Large Classroom (seats 15)	4 hours or less	\$35
	Each additional hour	\$10
Property Steward (for events over 50 in attendance), per hour		\$15
Tech assistant, per hour		\$25
Moving sanctuary furniture		\$100
Key Deposit (refundable)		\$50

## **EXCEPTIONS TO THE FEE SCHEDULE**

### **SCOUTS**

North Christian Church is the Charter Organization of Scout Troop # 557, and therefore provides space to the groups at no cost. Special Scout-related events, such as Eagle Scout ceremonies, are included in this arrangement.

However, individuals and families affiliated with the Scouts, looking to use the facility for private events (such as graduation parties or birthdays) will follow the standard fee schedule.

### **MEMBERS**

Participating members of North Christian Church can use the church facility at no charge for their private events, such as birthday parties or family gatherings.

“Members” are defined as persons who publicly joined the congregation by baptism or transfer of membership from another congregation or by associate membership. “Participating members” are those members who have maintained active participation in worship (attending at least 50% of Sundays in the past 12 months) OR have contributed financially (at least once each month for the past 12 months).

Members who wish to use the space for groups or organizations with which they are associated will follow the standard fee schedule outlined in the Facilities Use Policy and the Facilities Use Policy Addendum.