

BUILDING AND EQUIPMENT USE POLICY AND AGREEMENT

First Christian Church
206 Chestnut Street
Berea, Kentucky 40403
859.986.4553

Approved November 3, 2010 by the building use committee; updated May 2011

In order to provide service to our members and to the community and its people, while providing for the best possible care and maintenance of our property, the following policies govern the use of the building and equipment of the First Christian Church.

GENERAL RULES

1. All dates must be cleared through the church office to avoid conflicts. When a building request is made, we will make note of the date you requested. However, you will be placed on the church calendar only after your request is approved and confirmed by the church office and one half of the applicable fees and deposits are paid. Remaining fees are due 30 days before your event.
 - a. *Please note: In the event of a funeral or other unexpected critical church function, your event could be canceled at the last minute. In such a case we will notify you as soon as possible.*
 - b. *Should we have to cancel your event or if you cancel your event all fees less expenses, if any, will be returned to you within thirty days after the cancellation.*
2. While we are not a commercial organization, space is available at the same fees charged to those who are not active participants in the church
3. The kitchen may be used only as a warm-up kitchen.
4. Equipment and furniture shall not be moved from their regular places without authorization by the Minister or Property Committee or the Church's Wedding Coordinator. Since the Communion Table occupies the center of the aisle, church staff will make sure that it is placed out of the way when a wedding is scheduled. Arrangements should be made through the wedding coordinator for a custodian to move other furniture or equipment and to return it to its regular location. There is a \$30.00 per hour custodial charge, which will be deducted from your deposit. See the fee schedule for additional details. Any person or organization using church property is responsible for the cost of damages beyond normal wear and tear to the property or equipment and for legal liability resulting from misuse of property or equipment.
5. The Church is not responsible for any property, equipment, or personal items brought into the facility.
6. The Church is not responsible for any personal loss or for any accident or injury to anyone participating in a wedding or other event scheduled in the church buildings or on church grounds.
7. It is intended that all church equipment shall be used consistent with its purpose in the church.
8. Thermostats shall be adjusted only by church staff.
9. No tacks, nails, screws, tape, or other material which leaves a permanent mark may be used in adjusting or affixing any item or decoration.
10. Removal of flowers and decorations should be done immediately after their final use so that facilities are ready for the next scheduled activity.
11. No alcoholic beverages are to be served or consumed on the premises. Single exception: Champagne may be used in wedding reception toasts.
12. Tobacco is not permitted on the campus of First Christian Church.
13. Persons or organizations wanting to use either building, or a part of either building, for a concentrated and extended time will need to have the request reviewed by the Property Committee.
14. The church reserves the right to restrict the privileges of anyone who violates these regulations.

WEDDINGS

Church facilities are available for weddings by active participants of the congregation without cost and to non – active participants and non-members at a fee. In addition to the above regulations, the following apply:

1. Requests for use of the sanctuary and/or fellowship hall for weddings and rehearsals should be scheduled as far in advance as possible. It is the responsibility of the wedding couple to contact the Minister in order to plan for the wedding. Please note: Availability of the sanctuary does not automatically ensure the availability of the minister or musicians.
2. If the couple desires to have a minister other than the Minister(s) of this church, they should make the request to the Minister of this church, who may extend the invitation in keeping with standard ministerial ethical practices.
3. The church's Wedding Coordinator Committee will serve as the church's representative to the bridal party. Our coordinators are an experienced volunteer group of lay people who will guide and assist the Wedding party at the church prior to the wedding. The Wedding Coordinator will contact the bride 1-2 weeks prior to the wedding to confirm times and review any questions. The Wedding Coordinator will lead the Rehearsal and will assist the wedding party the day of the wedding. If there is a hired Wedding Planner, Wedding Coordinator will coordinate with him/her at the Rehearsal and the day of the wedding, however our coordinators will take the lead in directing the Wedding Party.
4. The day, time, and manner of decorating the sanctuary should be cleared through the church office and with the church's Wedding Coordinator and should not interfere with church functions.
5. Since a wedding ceremony is a service of worship, details of music, photography, decorations, and liturgy shall be determined in consultation with the Minister of First Christian Church.
6. No rice, bird seed, confetti, or similar substance is to be distributed or thrown inside of the buildings. These items are to be distributed outside of the buildings. Since these materials are very difficult to clean up, an additional fee will be charged if they are found inside.
7. It is your responsibility to make sure the florist, caterer, and others understand that they are to leave the facility in good order. Florists and others making deliveries should arrange to make deliveries during the church's normal office hours, or should make special arrangements with the church's wedding coordinator.
8. All items associated with the wedding should be removed within four hours of the conclusion of:
 - a. the wedding, if only the sanctuary was used.
 - b. the reception if both the wedding and reception occurred in our facility.
9. If the P. A. system is to be used, arrangements must be made through the church office to secure one of the church's sound system operators.
10. Fees for the Minister, organist and pianist should be paid directly to the individuals involved prior to the wedding.
11. Church custodial staff and the Church's wedding coordinator will inspect all areas used to determine condition of facilities prior to return of any deposit.
12. Please understand that you are responsible for damage incurred as a result of misuse of the facility.

Flowers and Florist

No flowers or decorations of any kind should be used which contain berries or any other material which may damage the carpet. The florist or some other person shall be responsible for removing all flowers, decorations, candles, etc. immediately after the wedding. "NO-DRIP" candles must be used. This requirement is mandatory. Candles and decorations may only be placed in the designated areas. The Communion Table must not be used as a flower stand. Plastic must be placed under candle stands and under flowers in carpeted areas in order to prevent damage to the carpet.

Liturgical (Church Season) Decoration

The simple beauty of the sanctuary is enhanced at certain seasons of the year with additional decorations. These decorations take several hours on the part of many volunteers to set up and will not be removed from the sanctuary for weddings. Christmas decorations will be set up before the first Sunday in Advent. This is normally the first Sunday after Thanksgiving. The decorations remain up through Christmastide (until January 5). These decorations will not be removed.

In addition, a church is made up of many important church events throughout the year and banners may be hung or other decorations hung in the hallways. These cannot be removed by the wedding party.

Weddings will not be scheduled in the sanctuary during the first week of Advent, the day before Palm Sunday, the day before Easter Sunday or when Christmas falls on a Sunday.

Decorating for Your Wedding:

The Sanctuary is often decorated with banners, window dressings, and specific colors during the liturgical seasons. Since you have chosen to have your wedding ceremony in a church, we hope you respect and understand that these decorations are part of the worshiping life of the congregation and cannot be moved for temporary wedding events. We've listed some of the common themes and seasonal colors so you will know what to expect: Advent (the four weeks prior to Christmas): *Dark Blue or Violet* During this time the sanctuary is often decorated with accents of red and green as well, especially poinsettias.

Christmas and Christmas season (through the first week of January): *White and Gold*. The traditional colors of the season are *White or Gold*, symbolizing joy in the light of day.

Season after Epiphany (January to Mid February): Green. The season following Epiphany continues the theme established on Epiphany Day: the spread of the Good News of Christ from its source to all nations on earth. The traditional liturgical color is *Green*, is the color of growth.

Lent (Approximately Mid February through Mid April): Violet, Black and Grey. Most of this time of preparation is symbolized by the color *Violet*, though the season is bracketed by the mourning *Black* of Ash Wednesday and Good Friday.

Easter (Mid April through May): *White and Gold*. The liturgical color for this season is celebratory White or Gold.

Pentecost (End of May-August): *Red*. When the season ends on Pentecost Sunday, White is replaced with *Red*. This color reminds the congregation of fire—the symbol of the Holy Spirit coming to rest on the disciples.

Season after Pentecost (Mid August-November): *Green*. This longest season of the liturgical year explores the mission of the church and uses the color of *Green*, symbolizing growth.

Wedding Fees for non-active members and non-members:

Sanctuary: \$500.00

Sanctuary and Fellowship Hall: \$625.00

Sanctuary, Fellowship Hall and kitchen: \$675.00

Sanctuary and Multi-purpose area: \$625.00

Sanctuary, Multi-purpose area and kitchen: \$675.00

The above fees include use of the sanctuary and honoraria for the church's wedding coordinator and the church's sound operator.

A \$500.00 deposit is required at the time building(s) is reserved. The deposit, less \$30.00 for a custodial trip to inspect the building will be returned provided the building(s) is left in a condition where no additional clean-up is required. In the event that additional cleaning is required, \$30.00 per custodial hour will be deducted from the deposit. Repairs for damage will be assessed at cost. Deposits will be returned within thirty days after the building (s) is inspected and any extra cleaning and/or repairs have been made.

Christian marriage is a most significant act of faith, love and commitment. The ministers and staff of First Christian Church, Berea, will do everything they can to assist you to have a beautiful and meaningful wedding ceremony. They further invite you to find within this congregation a community of faith and worship to support you throughout the rest of your life. We are pleased to invite you to be part of the membership of this congregation.

Wedding Fees for active Church Participants

For personal and family use, there is no charge for the buildings. However, please remember that utility costs rise as the building is used. Donations are welcome. As a steward of the church, it is your responsibility to leave the facilities in the condition in which you found them. Members may take care of custodial matters on their own following building use. If they prefer they may hire the church custodian, to come in and do clean-up. Payment to the custodian would normally be \$30.00 per custodial hour. Also, please be aware that the church's wedding coordinator normally receives an honorarium of \$150.00 for assisting with a wedding and an additional \$75.00 to stay through the reception. The sound operator normally receives \$50.00 honorarium for the rehearsal and wedding. Please work out the details about honoraria for the custodian, wedding coordinator and sound operator ahead of time and pay them directly.

EDUCATION BUILDING

1. There will be no charge for the use of the Education Building by service organizations affiliated with the First Christian Church.
2. There will be no charge to active church participants for personal or family use of the building, but please remember that costs rise as the building is used.
3. All equipment used must be returned to the original place before groups leave the building.
4. Other organizations, agencies, or persons wishing to use the Education Building or a portion of it for minimal times may book dates through the church office, and will be charged: Deposit of \$125.00 and \$150.00 for use of Fellowship Hall. Cost of the classrooms is \$20.00 per room, with a deposit of \$30.00 per room.
5. Please note: if everything is in order your deposit, less \$30.00 for a custodial trip to inspect the facility, will be returned. Any additional cleanup will be assessed at \$30.00 per custodial hour. Full payment must be received at least 30 days before the event.
6. Active church participants hosting an outside organization may use Fellowship Hall at no charge. Please be aware that it costs approximately \$30.00 to operate the hall.

MULTI-PURPOSE FACILITY

First Christian Church is blessed to have a new facility/area to be used for a variety of events. We vision this to be used regularly for recreational activities by our youth and other members. We also vision it as a ministry to the community in a variety of ways.

Non-members and non-active members

Supervision: A First Christian Church Event Supervisor must be on site to open and close the facility, admit guests, and supervise use of the facility. Visiting church groups or other organizations spending the night must have a responsible adult supervisor present.

Other organizations, agencies, or persons wishing to use the Multi-Purpose facility for minimal times may book dates through the church office, and will be charged according to the following fee schedule: \$150.00 for the multi-purpose area with a \$125.00 deposit; an additional \$50.00 will be charged if the kitchen is used.

The facility must be left in its original condition before groups leave the building. Please note: if everything is in order your deposit, less \$30.00 for a custodial trip to inspect the facility, will be returned. Any additional cleanup will be assessed at \$30.00 per custodial hour. Full payment must be received at least 30 days before the event.

Active Church Participants

For church family use (birthday parties, celebrations etc.), there is no charge for the use of the multi-purpose facility. However, please remember that utility costs rise as the building is used. Donations are welcome. As a steward of the church, it is your responsibility to leave the facility in the condition in which you found it. Members may take care of custodial matters on their own following building use. If they prefer, they may hire the church custodian to come in and do clean-up. Payment to the custodian would normally be \$30.00 per custodial hour.

Wedding Reception Only Education Bldg. or Multi-purpose area (non-members and non-active members)

Building use fee is \$250.00 plus a deposit of \$125.00. There is a \$30.00 custodial which will be deducted from your deposit for the custodian to come to lock and unlock the building. Any cleanup that the custodian is required to do will be deducted from the deposit at \$30.00 per custodial hour.

There is no fee for active church participants. However, please remember that utility costs rise as the building is used. Donations are welcome. As a steward of the church, it is your responsibility to leave the facility in the condition in which you found it. Members may take care of custodial matters on their own following building use. If they prefer, they may hire the church custodian to come in and do clean-up. Payment to the custodian would normally be \$30.00 per custodial hour.

APPLICATION FOR THE USE OF THE CHURCH FACILITIES
First Christian Church, Berea, Kentucky

Name of individuals or group _____

Address _____

Phone Number(s) _____

Contact person (if group) _____

Contact person's phone number _____

Date requested _____ Time _____

Facilities requested _____Sanctuary _____Fellowship Hall _____Fellowship Hall & kitchen
 _____Multi-purpose area _____Multi-purpose area & kitchen

Purpose of meeting or event _____

Approximate number of people involved _____

Children must be supervised.

Will food be served? _____

Please note that our kitchens may be used only as warm-up kitchens.

Building rental _____

Deposit _____

Total _____

This application must be completed and returned to the church office with the deposit before approval can be obtained. Full payment must be received at least 30 days before the event.

I/WE, the undersigned, do hereby agree to abide by the rules and regulations set forth in the Building and Equipment Use Policy and Agreement regarding the use of the facilities of the First Christian Church, Berea, Kentucky. It is understood that the individuals(s) signing the application are responsible for the conduct of their guests and will be held responsible for any damage to the grounds and/or facilities.

Responsible Parties Signatures

_____ Date _____ Phone Number _____

_____ Date _____ Phone Number _____

_____ Date _____ Phone Number _____

_____ Date _____ Phone Number _____

Payment received: Date _____ Check number/Amount _____