

**FIRST CHRISTIAN CHURCH FACILITY USE GUIDELINES**  
**3501 Rogers Avenue, Fort Smith, AR 72903**

**Introduction:**

First Christian Church (Church) is pleased to allow the use of its facilities whenever scheduling allows. The following Facility Use Guidelines are designed to allow the maximum use of the facilities by the membership of the Church with minimum misuse. All Users are asked to respect and follow these Guidelines.

**Reservations:**

Members' planned use of the facilities will take priority over those of nonmembers. Reservations for the use of the Church's facilities will be made on a first come, first served basis. Reservations should, whenever possible, be requested at least 30 days in advance of the event. The facilities may not be reserved during a time scheduled for worship, class or other official church function. Reservations must be made through the Church office and a completed Use Request Form provided.

Reservations for use of the facilities owned by the Church shall not constitute a contract or lease of any type between the Church and User. The Church, at its sole discretion, may revoke the permission for the use of its facilities in the event that an official function of the Church must occur on the date or time of the scheduled event with the User by providing notice of same to the User. It is understood by the Church that the revocation of its permission for the scheduled use of its facilities may cause inconvenience to the User, therefore, the Church will take all reasonable actions to attempt to prevent scheduling conflicts. If a conflict cannot be avoided and the User's event must be canceled, the Church will return all fees and deposits paid by the User.

Weddings shall not be scheduled under these Facility Use Guidelines and must be scheduled through the Altar Guild of the Church. Please call the office at 479-783-1139.  
[http://fccdoc.org/wedding\\_policy.htm](http://fccdoc.org/wedding_policy.htm)

**User's Responsibilities:**

The person making the reservations will be held responsible for clean up, damages and locking up the facility. Keys must be picked up at the Church office prior to the event and returned within 24 hours after the end of the event. Adult supervision of persons under the age of 18 years is required at all times. All areas of the facility must be left clean, all equipment and furnishings are returned to their proper place, all lights are turned off at the end of each day's use and all exterior doors are locked any time the facility is not occupied. More detailed discussion related to these topics is presented within other sections of these Guidelines.

**Restricted Uses:**

- No smoking or tobacco uses of any kind.
- No alcoholic beverages
- No profanity
- No unsupervised eating or drinking in any classroom.
- No outdoor sports equipment, including but not limited to, soccer balls, footballs, hard balls, soft balls, bats, skateboards, roller blades or roller skates.
- No basketballs, volleyballs, etc., are to be intentionally thrown against the walls, ceiling or windows of the facility.
- No furnishings or equipment removed from the building.
- Emergency exit doors are to be used for exit purposes only in the event of an emergency situation.

**Heating and Cooling:**

All heating and air-conditioning systems are to be set and operated only by Church staff. No exterior doors are to be propped open at any time for any reason.

**Kitchen:**

Use of the kitchen requires specific instruction of its proper operation and cleaning. If use of the kitchen is desired, the User(s) must attend an instructional or video session prior to use.

**Fees and Deposits:**

The Church is unable to provide the use of its facilities for free. The cost of the facility, its upkeep and associated utilities must be taken into consideration. Therefore, usage fees and associated deposits to insure that proper use and care is maintained are listed on the attached Exhibit "B".

**User's Custodial Responsibilities:**

The basic philosophy is that the facilities must be returned in a condition as good as or better than it was received by the User. Sometimes the Church experiences some thoughtless action or inaction from Users. Consequently, problems, hardships and additional expense are created for the Church and its staff. Generally, these oversights are things that could be avoided by attention to detail on the part of the User. The User is expected to inspect the entire facility both upon arrival and before departure. Upon this inspection, any condition that the User feels should be noted to assure they will not be held responsible for correcting must be provided in writing to the Church staff. Before any refund of deposits, the facilities will be reinspected and conditions noted by the User will be reviewed. In case of differing opinions, the decision of the Church staff will be final.

The entire deposit, less an amount equal to one-hour of the custodial rate, will be returned to the User if the facilities have been properly cared for, cleaned and the furnishings properly placed in their storage areas. Refund of the appropriate amount of deposit will be made by check issued by the Church within 14 days. However, User will be charged for any damage to any part of the facility, equipment and furnishings entrusted to the User as well as for any additional cleaning required to bring the facilities back to their proper state of cleanliness. Any additional cleaning will be performed at the custodial rate shown in Exhibit "B". The Church will provide all clean up services following User's event for the entire deposit amount if notified of that request in advance of the event. In all instances, the User will be assessed a minimum of one-hour of the custodial rate against the deposit amount as an administrative fee for final inspection of the Church's facilities after User's event. Additional information related to the User's custodial responsibilities are listed on the attached Exhibit "A".

**Revocation of Use:**

Any activity by the User, its attendees or invited guests, which is determined, at the sole discretion of the Church, to be inconsistent or nonconforming with these Guidelines or other understandings associated with the permission extended by the Church for the use of its facilities, shall be cause to immediately revoke its permission for use of its facilities to the User. In the event of this determination and action, the User understands and agrees to immediately suspend all activities and to vacate the facilities and premises of the Church, including its attendees, invited guests and to remove any property solely owned by the User.

**Indemnification:**

The First Christian Church, its agents, servants, its employees and members shall be indemnified and saved harmless against any claims of injury, actual or alleged together with all costs, arising out of or from the use of its facilities by the User, their guests and/or individuals participating in activities associated with the permitted use.

**EXHIBIT "A"**  
**User's Custodial Responsibilities**

After use, the facilities are to be cleaned and left ready for the next User. The Church=s custodial equipment is available to the User for cleaning of the facilities. The position that the facility was "left as clean as it was found" will not be acceptable. If the User finds something wrong or the facilities unclean upon arrival and Church staff are not available at that time, User must correctly clean after their use and advise Church staff of the details. The following items are intended to list the general obligations and expectations of the User:

- The User is the responsible party accountable for the facility use. This person will pay fees; oversee the clean up; perform the inspections; oversee the replacement of equipment and furnishings in their proper location; answer any questions of the Church staff; and receive any deposit refunds.
- Set definite appointments for all caterers and delivery people for delivery and removal of equipment, food items and other supplies. Insure that someone is on site to receive them.
- Do not leave anything in the refrigerators or anywhere else in the facility; take everything you brought with you.
- Bring your own trash bags and sufficient linen for cleaning.
- Make sure that all trash is placed in the dumpster located on the west side of the main parking lot.
- Insure that equipment and rented property is picked up promptly.
- In setting up or taking down, please do not drag anything across carpet or floors.
- If the stage is used, User must be instructed on extending and storing the stage prior to use. It must be returned to its stored position at completion of User=s event. No food or drink is allowed on stage.
- Floors must be swept and mopped if necessary.
- Restrooms must be cleaned.
- Do not smoke in facilities. Make sure that, if smoking is expected, proper receptacles are placed at the entrances. Clean these receptacles and remove any butts or smoking materials from grounds that have been discarded by your guests.
- After use, inspect the furnishings for condition and return them to storage. Should any chair cushion be soiled, please separate and report the number to the Church staff. Should the carpet become soiled and the cleaning materials available do not suitably clean the area, please report the problem immediately to Church staff.
- Lights are turned off at end of use.
- All doors are properly locked.

**EXHIBIT "B"**  
**Fees and Deposits**

<u>Requested Use</u>	<u>Member</u>	<u>Guest/Organization</u>
Sanctuary	Donation	\$500.00
accessory uses:		
utilities	\$10.00 first hour	\$10.00 first hour
	\$5.00 additional hour	\$5.00 additional hour
custodial hourly rate <sup>(1)</sup>	\$25.00	\$25.00
deposit	\$ N/A	\$300.00
 Chalice Hall	 Donation	 Unavailable
accessory uses:		
kitchen	\$ N/C	Unavailable
china / flatware	\$ N/C <sup>(2)</sup>	Unavailable
punch bowl / cups	\$ N/C <sup>(2)</sup>	Unavailable
linens	\$ N/C	Unavailable
custodial hourly rate <sup>(1)</sup>	\$25.00	Unavailable
deposit	\$75.00	Unavailable
 Disciples Hall	 Donation	 \$500.00
accessory uses:		
utilities	\$10.00 first hour	\$10.00 first hour
	\$5.00 additional hour	\$5.00 additional hour
kitchen	\$ N/C	\$150.00
classrooms	\$ N/C	\$ N/C
tables / chairs	\$ N/C	\$ N/C
china / flatware	\$ N/C	\$ N/C <sup>(2)</sup>
punch bowl / cups	\$ N/C	\$ N/C <sup>(2)</sup>
linens	\$ N/C	\$10.00
piano	\$ N/C	\$ N/C
recreation equipment	\$ N/C	\$ N/C
audio system	\$ N/C	By permission only
custodial hourly rate <sup>(1)</sup>	\$25.00	\$25.00
deposit	\$75.00	\$350.00 / \$500 with kitchen

Administration Building	Donation	\$150.00
accessory uses:		
custodial hourly rate <sup>(1)</sup>	\$25.00	\$25.00
deposit	\$ 30.00	\$125.00
 Children's Education Building	 Donation	 \$150.00
accessory uses:		
custodial hourly rate <sup>(1)</sup>	\$ 25.00	\$25.00
deposit	\$ N/A	\$125.00
 Music / Education Building	 Official Use Only	 Unavailable
 Other Identified Special Uses:		
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$
 <b>TOTAL</b>	 \$ _____	 \$ _____

- (1) In all instances, the User will be assessed a minimum of one-hour of the indicated custodial rate as an administrative fee for final inspection of the facilities after User's event.
- (2) Any breakage will be billed at actual cost for replacement.
- (3) \$50.00 maximum cost per day.

## USE REQUEST FORM

**Organization:** \_\_\_\_\_

**Primary Contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ (daytime)

\_\_\_\_\_ (evening)

**Alternate Contact**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ (daytime)

\_\_\_\_\_ (evening)

**Facility Requested:**

- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ Administration Building
- \_\_\_\_\_ Children's Building
- \_\_\_\_\_ Chalice Hall
- \_\_\_\_\_ Disciples Hall
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Sound System
- \_\_\_\_\_ Sports Equipment

**Use Activity:**

Estimated Attendance: \_\_\_\_\_

Requested Date: Day\_\_\_\_\_Month\_\_\_\_\_Date\_\_\_\_\_Year\_\_\_\_\_

Hours of Use: \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

I have read, understood and accept the Facility Use Guidelines for the use of the facilities owned by the First Christian Church and, as the User, agree to see that all individuals associated with this use respect and follow these Guidelines.

Further, it is understood and agreed that the User agrees to indemnify and save harmless the First Christian Church, its agents, servants, its employees and members against any claims of injury, actual or alleged together with all costs, expenses, and attorney's fees through liability insurance coverage or otherwise, arising out of or from the use of the facilities by the User, their guests and/or individuals participating in activities associated with the permitted use.

The undersigned acknowledge they are duly authorized to sign for the User and agree to be individually responsible for any damages, if any, caused by this event and all costs to correct same shall be payable to the Church immediately upon demand in the amount of the actual repair irrespective of any amount previously submitted as deposit.

User Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

User Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_