



Building Request Form

NAME OF INDIVIDUAL/ORGANIZATION _____

ACTIVITY _____ CCC GROUP _____ OUTSIDE GROUP _____

DATE OF EVENT _____ TIME _____ NUMBER OF PEOPLE EXPECTED _____

ONE-TIME EVENT ___ WEEKLY ___ MONTHLY ___ RECURRING: DAY OF WEEK Su M T W TH F Sa

TYPE OF SERVICE TO THE COMMUNITY: NON-PROFIT _____ PROFIT _____

NAME OF PERSON MAKING ARRANGEMENTS (if different than listed above) _____

PHONE (_____) _____ or E-MAIL _____

PERSON IN CHARGE OF THE EVENT (if different than listed above) _____

PERSON(S) FROM CCC DIRECTLY INVOLVED _____

ROOM REQUIREMENTS

CCC EQUIPMENT NEEDED? YES _____ NO _____ If Yes, please list: _____

SOUND SYSTEM NEEDED? YES _____ NO _____ If Yes: A trained sound system technician will be required. If you are a CCC member and know of someone in the church already trained please write their name here: _____ *Otherwise our worship team leader will contact you.*

IS THE KITCHEN NEEDED? YES _____ NO _____

(When using kitchen or food area, you must not be sick, contagious or have open wounds.)

IF YES: COFFEE ONLY _____ COOKING IN _____ CATERED BY _____

PERSON IN CHARGE OF KITCHEN _____ PHONE(_____) _____

PERSON IN CHARGE OF KITCHEN CLEAN UP (if different than listed above) _____

PHONE(_____) _____

IS THE NURSERY ROOM NEEDED? YES _____ NO _____ *If yes, our Family Ministry Director will be notified.*

NUMBER OF CHILDREN ANTICIPATED? _____ AGES: _____

SPECIAL NEEDS OR ARRANGEMENTS _____

SETUP & CLEANUP

SET UP : NAME(S) _____ PHONE(_____) _____

DATE _____ TIME _____

CLEAN UP : NAME(S) _____ PHONE(_____) _____

CCC STAFF MEMBER TO UNLOCK AND LOCK THE BUILDING: _____

NEED BUILDING OPEN: DATE: _____ TIME: _____

BUILDING CAN BE CLOSED: DATE: _____ TIME: _____



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PLEASE NOTE: *Chillicothe Christian Church has priority use of the facilities. In the event of a serious conflict, for example a funeral, whom should we contact to make alternate arrangements?*

Please read the following *Policies for Use of the Building and sign (e-signature will be accepted).*

If you have any questions, please call the church office at 274-4419.

PRINCIPLES

The church building and property are smoke free and alcohol use is prohibited. No exceptions.

Church organizations have priority in the use of the building.

The building will be available for use by the church members for personal functions.

The building will be made available for groups and organizations who are concentrating on some form of service to the community.

All uses of the building will be consistent with the goals, standards, and principles of the Christian Church. No one shall use the building for purposes which hurt or disgrace the cause of Christ's church.

The Elders

- will permit non-members to use the church for personal functions (e.g. weddings, receptions, etc.)
- will permit the use of the building for some forms of profit-making ventures, if such ventures show some sense of community service in their activity. This type of use requires the elder team's approval for each activity.

The building must be set up by person(s) requesting use of the building. You can arrange a time to setup by calling the church office.

The building must be cleaned after your event. Examples of jobs that need to be completed,

- Clean all counters, sanitize all food prep areas
- All garbage associated with said event needs to be picked up and thrown away.
- Empty garbage cans, replace with empty garbage bag (found in janitors closets on both levels)
- Return the room to the original setup
- Check the thermostat to confirm the program is "running" not "on hold"
- Turn off all computers, monitors and lights before leaving.
- Contact the person to lock the building before leaving.

PRIORITIES

The regular weekly/monthly activities of the congregation's organizations shall have top priority in the use of the building.

Occasional activities by the congregation's organizations shall have a high priority in the use of the building.

In order to coordinate the activities of the congregation, a master calendar is kept in the church office. **Events are scheduled on a first-come, first-served basis.** Once a group has approval for the use of a portion of the building, the church will honor that commitment. (This includes outside groups who are given approval to use the building.) However, if a situation arises that cannot be anticipated, such as a funeral, that requires the space promised, changes may need to be made at no cost to the church. If your event required a deposit of funds you will be refunded your deposit if another date is not agreed upon.

On-going weekly, or monthly, commitments by outside groups shall be conditional upon the needs of church groups. It shall be understood that any long-term commitment made can be reviewed, and reversed, in favor of a church organizations.

Occasional uses by outside groups will be honored.

The above definitions help to establish priorities when there may be a problem in scheduling. It is hoped that all organizations within and outside of the church will work in a spirit of cooperation in using the building.

If you understand and agree to these terms please print and sign your name and fill in the date.



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PRINT NAME: _____

Signature _____ Date _____

Date submitted _____
Date fees received _____
Staff _____