

First Christian Church of Louisburg—Use of Facilities Policy

Effective 12-20-2018

From time to time First Christian Church (FCC) allows non-members, either individuals or organizations, to use church facilities when they are not in use by members. FCC, however, does not allow any use for profit-making enterprises. When considering an application for use of facilities consider the following rules which apply to facility rental:

1. Fees:
Use of the Sanctuary including Fellowship Hall: \$500
Use of Sanctuary only: \$400 Sanctuary defied as upper floor minus office area
Use of Fellowship Hall only: \$300
2. Once a request is confirmed, FCC requires \$100 refundable cleanup/damage deposit thirty days prior to the reservation, and payment in full—as listed above—seven days prior to the event.
3. A church member will be assigned to each group reservation to assist with set-up (Sanctuary sound system operation, tables and chairs in the Fellowship Hall, decorations, etc.) and clean-up following the event. Church member shall be selected by the property chair. Church keys shall not be given to non-members.

For example:

- Some furnishings may be moved without assistance, such as the communion table
 - Others, the lectionary and pulpit, for example, require assistance as there are wires to disconnect.
 - Pews may not be moved.
 - A member of the group must be trained by the FCC member on the operation of the sound system and overhead screen if they are to be used.
 - Any existing crosses, paintings, or ornamentation currently placed on the walls may not be removed.
 - Groups may add ornamentation to the walls with member approved contact strips. No nails or tape may be used.
 - The church has tables and chairs available for use in the Fellowship Hall or Narthex at no additional cost.
4. Upon completion of the event the group is responsible for returning the area reserved to the condition they found it upon arrival.
 5. Upon satisfactory restoration of the facility the \$100 deposit will be mailed to the group representative within three working days following the event.
 6. For Saturday reservations, the group must accomplish clean-up and exit the building by 8:00 pm.
 7. Any damage that exceeds the \$100 deposit amount is the responsibility of the reserving party.