



CINCINNATI CHRISTIAN CHURCH BUILDING USE REQUEST

11432 East State Road 54, Bloomfield IN 47424 || 812-825-5691

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NAME(S): _____ CELL: _____

ADDRESS: _____ EMAIL: _____

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ROOMS AVAILABLE (PLEASE SELECT ANY/ALL BELOW)

- Sanctuary (weddings only)
- Big Room: a large multipurpose room, audio/visual capable
- Fellowship Hall: a medium sized room, audio/visual capable
- Upstairs: large room, no food, carpeted with tables & chairs
- Main Floor Classrooms: small to medium sized, can be combined
- Large Kitchen: sinks, multiple ovens, kitchen appliances

* All rooms have accessibility to bathrooms
 * All rooms, except for [Upstairs] is wheelchair accessible

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TODAY'S DATE: _____

WHAT IS YOUR EVENT? _____

WHEN IS YOUR EVENT? _____ HOW MANY PEOPLE? _____

Set-up Date and Time:

Event Date and Time:

Sound Technician (see #7 on reverse side) Y N

Media Technician (see #7 on reverse side) Y N

Number of tables needed: ___ Number of chairs: ___

Applicant shall coordinate with staff member(s) for setup and teardown procedures.

ADDITIONAL NOTES: _____

The Senior Pastor reserves the right to use “common sense” in final decisions as to which areas will be available for use per requests, keeping in mind that all church functions of CCC take priority over any building use. CCC reserves the right to refuse use of the facilities for any reason. We wish to accommodate all requests to the best of our ability but these facilities are first and foremost a tool for reaching people for Christ and not a rental hall.

1. Requests for use of the church building shall be made through the church office (office.cincinnatiicc@gmail.com; 812-825-5691). Reservations will be accepted only after all staff members have discussed the date in question to coordinate calendars.
2. All use of the church building and property shall be subject to the church calendar. All church functions shall take priority over any building use. The Leadership (including board or Senior Pastor) of Cincinnati Christian Church reserves the right to refuse use of specific areas of the CCC campus for any reason.
3. Please adhere to set-up and tear-down dates and times. Anyone utilizing the Fellowship Hall, after receiving staff approval, may set-up and tear-down on their own. Anyone utilizing the Big Room will coordinate with staff how tables, chairs, sports equipment, etc. will be arranged and staff will set-up said arrangement for a fee of \$100, which is listed in description below for non-members. Members do not incur this fee but need to also speak with staff before utilizing the Big Room for guidelines on use of equipment. Anyone using the Multi-Purpose room, both member and non-member are responsible for cleanup as described below.
4. Upon completion of an event the room is to be returned to its original configuration (furniture put back, areas used cleaned, etc.).
5. Groups or individuals will report any damages to facilities or equipment to church staff and pay to correct. The Building/Property Committees will determine the amount to be paid for damages.

6. Any and all areas used must be cleaned, including trash taken out, messes swept or vacuumed, and bathrooms tidied. Cleaning supplies are available in the Fellowship Hall kitchen and Big Room storage (room #116).
7. Prior approval is required for a sound or media technician. Only trained and authorized CCC AV personnel are allowed to use the AV equipment. A sound or media technician will be scheduled for your use only if you make the formal request at least 3 weeks prior to the event. A fee of \$50 is to be paid by the user to AV technician required per event. If you require an AV tech for a wedding and reception, the reception would require another \$50 fee per 4-hour block of time. (i.e. 0-4 hours = \$50; 4-8 hours = \$100).
8. No food or drink will be allowed in the Sanctuary and Upstairs except for communion elements.
9. Smoking and/or vaping is not allowed in the buildings and alcoholic beverages are not allowed anywhere on the premises.
10. Groups or individuals using the kitchens in either the Fellowship Hall or Big Room will furnish supplies needed. Church-owned small appliances and serving equipment such as coffee makers, punch bowls, etc. may be used if preapproved. Again, any damage to such items will incur compensation to CCC to replace new.
11. Upon leaving kitchen, check to ensure that the refrigerator and freezer doors are closed tightly. Please do not leave any items in the refrigerators or freezers.
12. The church is not responsible for any personal items lost or misplaced.
13. Kitchen must be cleaned after use (e.g. countertops wiped down, dishes washed and put away, oven or microwave spills cleaned).
14. All lights must be turned off, and all doors checked and locked before leaving (unless arrangements have been made through the church office for church

personnel to lock-up). Any keys that have been checked out must be returned to the Main Office (slid under the door) before leaving.

15. The person using the building shall be responsible for sweeping off any birdseed on the walkways outside. The use of rice is not allowed.

NOTE: No decorations of any kind may be placed on the walls or hang from the ceiling of any CCC room. Nothing is to be taped to the walls. No command hooks are to be used at any time.

NOTE: SERVICE ANIMAL POLICY

Under the ADA, a certified service animal (CSA) is a dog that has completed individual training to perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person's disability. CSAs with completed training are welcome at CCC. Therapy dogs and Emotional Support animals are not welcome. We welcome CSAs, but Emotional Support, Therapy, Comfort or Companion animals are not considered service animals. No other kind of certified animal is allowed. Access: CSAs are permitted in all public areas of the church, including the sanctuary, classrooms, fellowship hall, 'big room' and restrooms, but we request not the two kitchen areas and not on any furniture or pews. A CSA will not be permitted to defecate on church grounds without cleanup. The preferred area for such a necessity with clean-up is the area by the mailboxes and/or the field past the gravel lot.

FEE SCHEDULE

For purposes of these guidelines, a member is defined per the by-laws of Cincinnati Christian Church which state: "A member of CCC is one who unites with the body by immersion or by transfer of membership of any immersed believer." Individuals who have attended no service for a year may be subject to non-member cost. Members may not 'sponsor' non-members to avoid fees.

For Members

There are no fees charged for any use of the CCC campus. Donations may be made if desired for special events like showers, receptions, reunions, etc. AV technicians are to be paid as outlined in #7 above. You are responsible for cleaning. Members are subject to the final decision of the Senior Pastor as to which area works best for each event in accordance with ministries and scheduling as a whole.

For Non-Members

- * Sanctuary (weddings only): \$250 + AV Cost if Applicable
- * The Big Room: \$300 (per 4 hour block of time) + AV Cost if Applicable
- * Fellowship Hall: \$250 (weddings); \$100 (other events) + AV Cost if Applicable
- * Upstairs: \$100 (no food allowed)
- * Two Selected Classrooms: \$100 each
- * Large Kitchen: \$200 (stand-alone); \$100 with other rooms
- * Set-Up and Tear-Down of Tables and Chairs: \$100

All fees must be paid in advance.

SIGNATURE PAGE: ONE COPY TO APPLICANT, ONE COPY FOR CHURCH

IN CASE OF EMERGENCY

CINCINNATI CHRISTIAN CHURCH BUILDING USE AGREEMENT

We, the undersigned, have fully read and will comply with the above stated regulations regarding weddings, receptions, and other approved functions at the Cincinnati Christian Church. We understand that we will be held responsible for any damages to the CCC building, equipment and/or property.

-----Date-----

-----Date-----

-----Date-----

Minister and/or Staff

A fee of \$_____ has been paid.

----- Minister's and/or Staff initials