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[www.florencechristian.org](http://www.florencechristian.org)

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**Policy for Building Use by Members and Non-Members\***

Florence Christian Church (FCC) is grateful for the facilities that God has entrusted to our care. We believe that offering these facilities to the community and our members is a way of living our mission to welcome all to God’s table of abundant love, grace and acceptance.

*\* When the entity seeking use of FCC facilities is a direct-partner of FCC mission activities (e.g. Boy Scouts, Special Olympics, etc.…) then facility usage fees may be waived if such a waiver is granted by the Senior Pastor. All such waivers should be documented in writing and will be effective immediately upon granting however, they must be approved by the FCC board to continue beyond a 4-month duration.*

*\*\* A “member” is defined as 1.) one who regularly attends worship (or family member), 2.) financially supports the church’s annual stewardship*

***Activity Center, Capacity: 300***

\_\_X\_\_ $35.00/hr. A/C Floor access only, no tables/chairs (Members\*\* & Non-Profit)

\_\_\_\_\_ $45.00/hr. A/C Floor access only, no tables/chairs (Non-members)

\_\_\_\_\_ $200.00 4-hour event with set up and clean up performed by *renter* – (Members\*\* & Non-Profit) \_\_\_\_\_ $300.00 4-hour event with set-up and clean-up by *custodian* – (Members\*\* & Non-profit)

\_\_\_\_\_ $250.00 4-hour event with set up and clean up performed by *renter* – (Non-members)

\_\_\_\_\_ $350.00 4-hour event with set-up and clean-up by *custodian* – (Non-members)

***Kitchen Use – Activity Center***

\_\_\_\_\_ $40.00 4-hour event with set up and clean up by *renter* (Members\*\* & Non-Profit)

\_\_\_\_\_ $90.00 4-hour event with set up and clean up by *custodian (*Members\*\* & Non-Profit)\_\_\_\_\_ $50.00 4-hour event with set up and clean up by *renter* (Non-members)

\_\_\_\_\_ $100.00 4-hour event with set up and clean up by *custodian* (Non-members)

***Chapel, Capacity: 50***

\_\_\_\_\_ $100.00 2-hour event with set up and clean up by *renter* (Members\*\* & Non-Profit)

\_\_\_\_\_ $150.00 2-hour event with set-up and clean-up by *custodian* (Members\*\* & Non-Profit)\_\_\_\_\_ $150.00 2-hour event with set up and clean up by *renter* (Non-members)

\_\_\_\_\_ $200.00 2-hour event with set-up and clean-up by *custodian* (Non-members)

***Classrooms***

\_\_\_\_\_ $40.00 2 hour event with set-up and clean-up by *renters* (Members\*\* & Non-Profit)
\_\_\_\_\_ $90.00 2 hour event with set-up and clean-up by *custodian* (Members\*\* & Non-Profit)\_\_\_\_\_ $50.00 2 hour event with set-up and clean-up by *renters* (Non-members)\_\_\_\_\_ $100.00 2 hour event with set-up and clean-up by *custodian* (Non-members)

***The Well***

\_\_\_\_\_ $75.00 4-hour event with set-up and clean-up by *renters* – Member\*\*

\_\_\_\_\_ $125.00 4-hour event with set-up and clean-up by *custodian* – Members\*\*

\_\_\_\_\_ $150.00 4-hour session with set up and clean up by *renter* – Non-member

\_\_\_\_\_ $200.00 4-hour event with set-up and clean-up by *custodian* – Non-member

***Guidelines***

* In all situations it is our prayer that you enjoy our facilities, finding a safe, secure and clean environment.
* This congregation refrains from the use of alcohol and tobacco on the church property and we ask that our renters also make this choice.
* Seasonal decorations in the church are available for renter’s use and should be returned to their original design at end of the event, if moved. Please use your own decorations as well, but refrain from using tape or wire on pews, walls or doors.
* Do not throw rice, confetti, bird seed, rose petals, etc. inside or outside the building.
* Take all personal items with you, including vehicles.
* Any plans for games of chance require written permission from Church personnel.
* All fees are due and payable 1 month prior to event.
* A $100.00 (non-refundable deposit) is required at the time of booking of the event.

***AGREEMENT***

I (We) agree to respectfully use this property. We will return everything to its original place and leave the property clear of trash, debris, or materials belonging specifically to our group.

If damage occurs, we are willing to pay for repair or replacement of those items.

We will not hold Florence Christian Church responsible for personal injury or damage to personal property that may occur while using these facilities. Proof of Insurance Coverage (Individual or Group) has been provided to our Administrative Assistant prior to use of the facility.

We agree to comply with all of the rules that govern the use of this facility, as stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Renter/Applicant

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

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

Day Phone:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed usage:

Room(s) \_\_\_\_\_\_\_ \_\_\_\_\_

Date(s) \_\_\_ \_\_\_\_\_\_\_\_\_

Time(s) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed rent \_\_\_\_