

PERKINS CHURCH OF CHRIST (PCOC) BUILDING USE GUIDELINES AND APPLICATION

(PAGE 1: INTERNAL USE ONLY)

The purpose of this document is to outline how the Perkins Church of Christ building and facilities can be used for activities outside the normal congregational use (worship, Bible study periods, fellowships etc.). The use of the building for special events is generally restricted to the following people or groups of people:

1. Members who regularly attend the PCOC.
2. Friends or relatives of members of the PCOC.
3. Members of the Churches of Christ in neighboring cities.
4. Local school or civic groups which have an active connection to a PCOC member

Possible uses for the building may include the following:

1. Scout troop events
2. School award banquets
3. Sports related banquets
4. Weddings (PCOC affiliated and outside of our congregation)
5. Receptions
6. Funerals (PCOC related and outside)
7. Family dinners
8. Baptisms from other churches (No PCOC Sponsor or fee requirement)
9. Personal Family gatherings (in congregation and out)
10. Exercise groups- Pilates, aerobics, boot camp, etc.
11. Service organization meetings,
12. Other religious organization special activities, worship services,
13. City sponsored events

PCOC BUILDING USE GUIDELINES:

All requests shall be presented to the “Building Use Committee” for approval using the Building Use Application. The committee will make the final determination whether an event will be held at the building. If approved, the event must be sponsored by a PCOC member who is willing to be in attendance for the entirety of the event, including cleanup.

The following guidelines and Building Use Application have been established and provided:

1. The “Building Use Application” shall be presented to the Building Use Committee a minimum of two weeks in advance of the event. Once the event is scheduled and approved by the committee, the event will be placed on the building reservation calendar. Although PCOC has the right to supersede the scheduled event if an emergency occurs, PCOC will make every effort to preserve the scheduled event.
2. The group or organization and the PCOC sponsor are responsible for returning the building and facilities (inside and outside) to the existing conditions prior to the event. The areas of the building used for the event must be swept (and mopped if food or drink were involved), counters cleared and wiped clean and all trash emptied. A fee for custodial cleaning after the event must be submitted at the time the application for building use is approved. The fee shall be based on the area being used.
3. Any and all damages to the building and facilities are the responsibility of the person or group signing the Building Use Agreement and the PCOC sponsor. The party using the building and signing this agreement shall be responsible for all costs to restore the building and grounds to their pre-event condition. All damages shall be brought to the attention of the Building Use Committee by the PCOC sponsor. The committee shall determine the best remedy for the damages and shall communicate the extent and cost of the repairs with the PCOC sponsor and the people or parties signing the Building Use Agreement. If the people or groups signing the Building Use Agreement desire to make the repairs themselves, the methods, people and products used to repair the damages must be approved by the Building Use Committee prior to starting the repairs. Depending on the areas being used, a \$50.00 or \$100.00 deposit will be submitted at the time the application for building use is approved. This deposit will be returned to the user if the building is properly cleaned and there are no damages to the building or property.
4. If current building decorations need to be removed for the event, user shall carefully package and store the decorations in a protected area. At the conclusion of the event, all decorations must be

returned to their original location. It is suggested that pictures be taken prior to making changes to the building decorations to assist in proper placement of the items.

5. No live, instrumental music may be used. Acapella singing or recorded music may be used. A PCOC member who is familiar with the sound system will need to be in control of the sound equipment during the event. Sound system requirements should be arranged for well in advance of the event.
6. For non-members, a building key will be issued to the PCOC sponsor only. The PCOC sponsor will need to open and close the building and be present while it is being used.

Perkins Church of Christ

Building Use Application

Date of Event _____

Description of Event _____

Person Requesting Building Use _____ Phone Number _____

PCOC Member Who Agrees To Sponsor the Event _____

PCOC Building Use Committee Approval Signature _____

Date Request Approved _____

Fellowship, Kitchen, Bathroom Areas: \$50.00 Collected (Check #'s)

Entire Downstairs Areas: \$100.00 Collected (Check #'s)

Cleaning Arrangements:

I, _____ agree to clean all areas of the facility that are used.

The following deposit is required and will be refunded if facility is cleaned and restored to the previous condition:

_____ **\$50.00** - Cleaning fee for fellowship area/kitchen/bathroom.

_____ **\$100.00** - Cleaning fee for entire downstairs use. (Includes Auditorium)

The person/organization requesting the use of PCOC facilities hereby absolves the church, leadership, members, or people of any liability for personal injury to any individual/s resulting

from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the event sponsor promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

I Have Read the Above Conditions and Agree To Follow Them

Signature of Person Requesting Building Use

Date _____