

NORTH BULLITT CHRISTIAN CHURCH MINISTRY CENTER USAGE GUIDELINES

Purpose Statement:

To provide an environment where both Christians and non-Christians can meet, interact, and fellowship. Through the use of the facilities of North Bullitt Christian Church, Christians will have the opportunity to uplift Christ and teach others the importance of a Christ-centered lifestyle. Non-Christians will be given the opportunity to meet Christ in a real impacting way.

Definitions:

Responsible party – Active member of North Bullitt Christian Church who requests use of church facility for non-ministry related event. This person agrees to and signs reservation request form prior to event being scheduled on church calendar.

Process for reserving facility shall be as follows:

1. Responsible party will contact church secretary and receive a copy of **Ministry Center Usage Guidelines**, and **Usage Request Form**. At this time the staff will review the dates and verify that the facility is not previously scheduled. All Church and/or ministry events will take precedence.
2. Responsible party will read and agree to guidelines and sign Request form. If responsible party does not have a key/alarm code, there will be a \$50 returnable deposit required for the key fob.
3. After submitting all appropriate forms to church secretary, event will be placed on church calendar.
4. Prior to the event, if the responsible party does not have a key/alarm code, they will coordinate with the church secretary to obtain the key/alarm code. If key is lost, deposit will not be returned.

Guidelines for use of NBCC Facility:

1. A minimum of two weeks notice prior to scheduling an event will be required.
2. Responsible party shall be present for scheduled event.
3. Although every effort will be made to accommodate requests, it must be understood that church activities and ministry related events will take precedence. – (i.e. if an event is scheduled in the CMC and an urgent need arises to utilize that space for a ministry related event, then the scheduled event may either move to another area, if feasible, or will need to be rescheduled).
4. No event shall be scheduled to begin after 9:00 p.m. and events on Saturday shall be scheduled to end no later than 6:30 p.m. on Saturday night. This is to allow for cleaning and set-up for Sunday morning worship.
5. All tables and chairs that are used for event must be returned to their designated storage location after event.
6. The following are guidelines for the kitchen:
 - Wash all dishes, pots, pans, trays, utensils, etc. and put away in cabinets
 - Clean stove top
 - Sweep
 - Mop
 - Take dish towels and cloths home to wash, dry, and bring back ASAP
 - Empty garbage
 - Take garbage to dumpster - Do **not** leave in wagon
 - Do not leave tea or lemonade in refrigerator
 - Do not leave left over food in refrigerator
 - Do not leave coffee in thermos or pots
7. Nails, tacks, staples, pins, or tape may not be used on doors, walls, and ceiling.
8. It is the responsibility of the responsible party to ensure that no violations of fire regulations occur during the event, including building occupancy levels.
9. The responsible party shall be liable for any damage to buildings, grounds, equipment, and fixtures due to misuse or abuse. Any defects found should be reported to the contact person immediately.

10. If athletic events or tournaments are held on the grounds the responsible party must submit certificates of liability insurance in addition to the signed Request Form.
11. In the interest of influencing others for Christ, the speech, dress, and conduct of all NBCC members, guests, and visitors will be in accordance with the highest Christian standards.
12. Obscene, vulgar or profane language shall not be permitted on Church property. Persons engaging in such activity will be asked to leave the premises and no fees paid will be refunded.
13. Weapons, tobacco products, alcoholic beverages, controlled substances, and anything distracting to the Christian atmosphere shall not be permitted on church property at anytime.
14. Group activities must have adequate adult supervision (Age 21 or above). If the event is co-ed supervisors must include a minimum of one male and one female at all times. At no time should a male supervisor be left alone with any female.
15. Violations of guidelines shall result in disciplinary action up to and including loss of usage privileges.