

Church Operational Policy
Facilities Usage and Fees for Non-Ministry Events: FAC-2

Authorized by: *Director of Operations*

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I. Purpose: The purpose of this policy is to articulate the procedures that should be observed when the church facility is used for a non-ministry function or event. Note: The use of the facilities for weddings and receptions is covered in the policy FAC-1 (Wedding Guidelines)

II. Policy:

- A. All South Side Christian Church facilities have been dedicated for the purpose of honoring and serving God, Therefore all activities that take place in any building should be conducted in such a way to uphold this purpose.
- B. The church reserves the right to deny usage of its facilities to individuals or groups that are opposed to the mission, purpose and beliefs of South Side Christian Church.
- C. The Director of Operations will have the initial authority to determine the use of the facility. In the event that an agreement cannot be reached by those desiring to use a room, those involved may then request elder intervention.
- D. Church-sponsored events and ministry functions have ultimate priority when scheduling the facility. Outside requests may only be submitted 60 days prior to the event. All requests will be given the following priority.
 - 1. Regular attenders of South Side Christian Church may use the facilities for personal events such as baby showers, wedding showers, birthday parties, receptions etc.
 - 2. Other Christian Churches
 - 3. Para-church organizations
 - 4. Community-based organizations
- E. To preserve our tax-exempt status, products or services should not be sold. An exception may be granted where finances are provided to support a non-for-profit organization or ministry. This excludes direct sales ventures such as Pampered Chef, Tupperware, or stamping/scraping parties where a product is sold. Any exception to this will be made by the lead team.

III. Security of personal items.

South Side Christian Church is not responsible, nor will it be held liable for the damage, theft, or loss of any personal items, or equipment of any kind that is brought into any of our facilities by individuals or their guests.

IV. Procedure:

- A. Process to Request use of Facilities.
 - 1. Clear the date with SSCC secretary overseeing facility requests.
 - 2. Once a date is agreed upon, the applicant will be directed to an online form to officially submit their request. This form also includes a waiver of liability as specified by South Side Christian Church's insurance Carrier. Assistance will be provided for those who do not have internet access.
 - 3. Once a request is received and processed, a notification of acceptance will be sent to the applicant. Any associated fees must be paid within 10 days prior to the activity date.

- B. Expectations**
1. **Areas Used:** The activity should be confined to the area that was requested.
 2. **Clean Up:** Those using the facility should make an effort to clean up following their event. Instructions on how the room/area should be left will be provided by the church staff prior to the event.
 3. **Restrictions:** To assure enough time to prepare the church facility for Sunday mornings, outside events booked on Saturday must be completed and cleaned up by 3:30p.m. An exception may be granted if a church staff is sponsoring or is responsible for the event. Even in the event of this exception all Saturday evening events must be concluded by 9:00p.m. Multiple requests for similar-type events within a given week or month may also prevent additional bookings.
 4. **Personal Conduct:**
 - a. All individuals in the building will be expected to conduct themselves in a manner consistent with the purpose of the building.
 - b. All youth and children activities must have adequate supervision throughout the activity.
 - c. Alcohol should not be consumed on church property. Additionally smoking should be confined to at least 15 feet away from the building as required by Illinois State Law.
 5. **Equipment and Furnishings:**
 - a. **Musical and A/V equipment:** No church owned instruments or A/V equipment may be taken or moved from church property without the permission of the Worship Minister.
 - b. **Tables and Chairs:** Tables and chairs may not be taken from any church campuses without the permission of the church staff. All Equipment & Furnishings should be scheduled by the procedure listed above. Additionally it should be checked in and out by a church secretary.

V. Fees:

- A. No Payment Required**
It is our desire to remain generous with the facility that God has blessed us with. To achieve that desire South Side Christian Church will not require any payment for events that do not require substantial expense on our behalf. Small one-time events such as birthday parties, meetings, and general gatherings can be reserved at no charge. These types of events will be booked in rooms that are set-up for such events.
- B. Payment Required**
Outside events that generate personnel or facility costs may be subject to a charge. This charge will be determined by assessing the associated costs related to hosting the event. The following events types may be eligible:
1. Events requiring custodial support or set-up. This includes the alteration of the movable walls in the MacArthur Campus Fellowship Hall.
 2. Events with a large amount of attendees
 3. Reoccurring events
 4. The requesting of multiple rooms
 5. The desire/need to use a specialty room such as the auditorium
- C. All applicable fees will be determined and agreed upon prior to officially scheduling the event.**