

# ***Building Use Policy for Members & Regular Attenders*** ***Non-Church Related Events at Atlanta Christian Church*** **[updated 01-09-2024]**

The gracious giving of the congregation, with God's blessing, has provided the building and properties of Atlanta Christian Church. Above all, they are a tool of the church to best complete its mission and ministry. The following policy will govern the use of ACC facilities by **members and regular attenders** for non-church related events.

## **How Do I Book an Event? (Birthday Party, Shower, Family Reunion, Holiday Dinner, Meetings, etc.)**

- Call the church office to find out if your date is available (217-648-2464).
- You will need to fill out a building use form to reserve your date on the church calendar.
- When scheduling the sanctuary or The Gate, special considerations need to be made for sound requirements and this needs to be discussed with someone in leadership 2 weeks prior to the event. **If a church technician is needed to run sound then there is a \$50.00 fee that needs to be made payable and given directly to them the day of the event.**

## **Set Up and Clean Up Responsibilities**

Members and Regular Attenders will be responsible for setting up rooms as needed, restoring the room to the previous setup and cleaning up all personal belongings and decorations from the scheduled event. If the event involves food and/or beverages, the table tops must be washed before putting them away. Trash cans must be emptied. Please tie the bags shut and place in the dumpster on the east side of the building (off of the alley). The counter tops are to be wiped with cleaner. Kitchen towels and tablecloths are to be left in a pile for laundering. **\*\* Due to overall building use, the Gate/kitchen is NOT available prior to noon on Sundays. \*\* Items in the Welcome Center are not available for use or reconfiguring unless prior arrangements have been made.**

## **Oversight of the Facility for a Night/Weekend Event**

At the conclusion of an event all lights need to be turned off, restrooms checked to make sure water is not running and the building is to be locked up.

## **Decorations**

No decorations are permitted which scratch, mar or in any way damage the building or furnishings. All decorations must be removed immediately following the scheduled event.

## **Conduct**

All conduct in the building must be consistent with Christian values and behavior. The group must not, in language or function, conflict with the mission and core values of ACC. No tobacco, vaping or alcoholic beverages are allowed in the buildings or on the premises. No profane language will be tolerated. Food and drinks must remain in the room(s) that was scheduled. Activities in the building should be limited to those areas that are reserved and required for the function.

## **Child Supervision**

Children must be supervised at all times. **The church nursery and children's classrooms are not available due to special cleaning and set up requirements.**

## **Liability**

Use of the building must not violate any of the terms of ACC's insurance agreement. The user of the building will be held liable for any damage to the facilities, and any injuries or accidents that may occur at the scheduled event. Depending on the activity, the organization/person using the facility may be asked to provide written proof of liability insurance.

***PLEASE NOTE: The ACC leadership reserves the right to cancel or move your reservation to another location in the church in the event of a funeral and/or dinner. We will work directly with you to figure out what would be the best option for all parties involved.***