

Building Use Policy for Non-Profit Groups at Atlanta Christian Church, Atlanta, IL

[updated 1-10-2019]

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. Based upon Scriptural guidelines of proper stewardship (Luke 6:34-36), and being sensitive to serving the community God has called us to serve, the following policy will govern the use of ACC facilities for **non-profit group functions**.

How Do I Book an Event at ACC?

- Call the church office to find out if your date is available (217-648-2464).
- If your date is available, you will need to fill out a building usage agreement and pay the required deposit to reserve your date on the calendar.
- Two weeks prior to your event, contact the church office at 217-648-2464 to confirm all needs for your reservation are complete.

Scheduling

Use of the facility and/or any questions about building use, fees, etc. should be brought to the office. The facilities should be scheduled a minimum of 2 weeks in advance of the event. The building may be scheduled with shorter than 2-weeks-notice in an urgent or emergency situation with the approval of an elder or staff person. **A *\$25.00 refundable deposit is due at the time the reservation for your event is made along with a copy of your Tax-Exempt form. Please make checks payable to Atlanta Christian Church.**

Sound Equipment, Projection, Resources

When scheduling the sanctuary or The Gate, special considerations need to be made for technical requirements and these need 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

The user of the building 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 by the alley. The use of the kitchen also requires that all items used must be washed and returned to their proper location. The counter tops are to be wiped with cleaner. Soiled kitchen towels and tablecloths are to be placed in a pile on the counter for future laundering. 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.

SEE REVERSE

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.

Damages

The liable person for the reserved event is responsible for any damages or removal of church property. Upon inspection by the ACC leadership, any damages or unauthorized use or removal of church property during your event will result in a portion or entire deposit to be kept by ACC.

***Deposit**

A refundable deposit check of \$25.00 is required to confirm your date on the calendar. Your date is NOT confirmed until your deposit is received. After your event, if no further cleaning must be done, or no damage/theft has occurred to church property, your refundable deposit check will be returned to you.

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.