

Building Use Policy

The facilities of First Christian Church of Peoria (hereinafter FCC) are available to non-member groups and agencies (hereinafter “NMG”) whose purposes, behaviors, and activities are not likely to frustrate FCC’s mission to share the light of Christ to all the World.

Definition of NMG: The terms “NMG, “Third Party User’, and/or “outside Group” shall include any group of persons consisting of eight (8) members or more and/ or any size group which has its own liability insurance for its group functions. This By-law shall not include an FCC member’s request to use the premises for wedding parties, funerals, bridal showers, baby showers, bible studies, DOC Cluster events, FCC fellowship groups, casual non-league sports users, FCC VBS, or any group for which the Administrative Board has approved execution of a lease of some portion of FCC premises.

Board Approval Required: No NMG or non-member person may use FCC premises without the approval of the Administrative Board for so long as the Trustees continue to delegate that decision to the Administrative Board. If the Trustees rescind that delegation of duty, then no NMG May thereafter use FCC premises without Approval by a majority of FCC’s Trustees.

Temporary Approval: If an NMG applies for use of FCC facilities between Administrative Board Meetings, the Office Staff (defined as the office manager and the Minister) may request temporary approval for an NMG use of FCC facilities from the Ministerial Leadership Team (MLT) so long as at least 3 members of MLT are available by text, e-mail, telephone, or in person meeting to vote on such a request. This exception to full Board approval shall only apply when the Office Staff has determined to their satisfaction that not granting immediate access before the next scheduled Board Meeting takes place will work a significant hardship or emergency on the requesting NMG’s members. If such immediate emergency access is granted by MLT, the NMG’s principals shall be informed by the Office Staff that such immediate access is only temporary, and that the ultimate approval or disapproval of their application will be determined at the next Administrative Board Meeting where a quorum of voting members is present.

SCHEDULING USE OF FCC PREMISES: Every NMG will complete a Building Use Form. The NMG will sign a form stating that they have read these FCC By-Laws and will abide by them. If at any time any member of an NMG fails to abide by these By-Laws an Office Staff Member, Trustee, or Officer may ask them to leave immediately. If an NMG would like to make changes of scheduled dates or times of Board approved uses of the premises, a principal of the NMG must notify the Church Office ahead of time to make sure there are no conflicts and/or fee adjustments. When the Church Office schedules use of the premises, all Church activities will be given priority. If a conflict develops in the use of the premises between an NMG and an unscheduled Church need such as a funeral, the Office Staff will make every effort to give reasonable notice to the NMG that their scheduled use cannot be permitted. In no such case shall FCC be liable to the NMG for any damages occasioned by such a cancellation regardless of whether the Office Staff was successful in giving notice of the scheduling conflict of the NMG. **Use of FCC premises by NMGs will be typically limited to 4 hours per event.**

CERTIFICATE OF INSURANCE: Before scheduling any events at FCC, every NMG with eight or more attendees must have on file with the Church Office a Certificate of Insurance declaring that the

NMG's planned activities at FCC are covered by a current one-million-dollar (\$1,000,000) policy of Liability Insurance which specifically declares that FCC is "An Additional Insured" on that policy. The Office Staff shall have discretion to waive this requirement for up to 30 days following the NMG's first discussion with the FCC Office Staff concerning use of FCC premises if the Office Staff is convinced that enforcing this rule would work a bona fide hardship on or constitute an emergency for that NMG.

BUILDING SECURITY: Before any use of the premises may commence, at least one principal person from the NMG must present in person at the Church Office to receive instructions on how to open, close, and lock the building. If all necessary forms have been completed and signed and the person representing the NMG has demonstrated an understanding of how to open, close, and lock the building, a key will be given to that person. That key must at all times thereafter remain in the custody of that person and it shall not be loaned or given to any other person. When the group is finished using the building, the user agrees to lock all doors. The key must then be returned to the FCC Office Staff and checked in by the staff. **Every member of every NMG must exit the building before 10:30 PM**, as that is when the security system for the premises automatically goes on overnight lockdown. If failure to honor this obligation causes FCC to incur expense, that NMG will be responsible to reimburse FCC for the amount of that expense within 30 days of FCC's notification of that expense to the NMG. Repeated failures to exit the building before 10:30 PM may result in FCC's denial of further admittance of the NMG. FCC Office Staff may occasionally allow an NMG to remain on the premises after 10:30PM but only where to deny such request would work a significant hardship on that NMG and the NMG has arranged to have a member present that night who has personally been trained by the FCC Office Staff in how to re-arm the building alarm after 10:30 PM.

USER FEES: All donations or fees, if any, required of an NMG by the Administrative Board, shall be paid at the time the key is tendered to the responsible principal of an NMG. **Nonprofit or not for profit groups will only be asked to make a donation.**

- Every time a not-for-profit NMG uses the kitchen for preparation of a meal or service of food, an additional fee of \$60 will be required to cover Janitorial services, and \$60 will be required for the presence of an FCC kitchen hostess, and \$60 will be assessed as a building use fee. These fees will cover such a usage for up to four hours inclusive of set up and cleanup. \$60 will be charged for each additional hour the building is used for this purpose.
- Every time a for profit NMG uses the kitchen for preparation or service of food the same fees listed above will be charged. In addition, a for profit NMG must pay \$100 for use of the Sanctuary, \$100 per day for use of the Fellowship Hall, \$60 per day for use of the Lounge, \$40 for the use of the Nursery when no sitter is provided by FCC, any additional janitorial fees the Office Staff finds to be necessary, and \$40 for the use of a Classrooms not leased to any given FCC tenant.
- Every Time an NMG request use of the Audio-Visual Technology Booth in the FCC Sanctuary, permission for such a request may be granted by the FCC Office Staff if, and only if, a member of the FCC Technology Committee is able to be present to assist and/or supervise the NMG's use of FCC's Audio-Visual Technology. The NMG will be required to advance a one hundred-dollar (\$100.00) fee to whichever FCC Technology committee member makes themselves available for up to two hours for such use of the equipment. Any use of this technology beyond two hours shall require an additional payment of Fifty dollars (\$50.00) per

hour or any part thereof to the FCC Technology Committee member. In no event shall a NMG use the FCC AV Technology Booth for more than 4 hours on any given day.

- All the above building usage charges must be arranged by the Office Staff and paid in advance of the planned event.

Sanctuary	\$100
Fellowship Hall	\$100
Kitchen	\$60
Lounge	\$60
Classrooms	\$40
Nursery	\$40
Janitorial Fee (if needed)	\$60 and up
Kitchen Hostess (if used)	\$60 and up
Technology	\$100 and up

CARE OF THE PREMISES:

- No alcohol, illegal drugs, marijuana, or weapons are allowed on Church premises, inside or outside the building. Smoking outdoors is allowed but only in designated smoking area(s). FCC members who are licensed for concealed carry are not affected by this By-Law. Persons who have valid prescriptions for medical marijuana are not affected by this By-Law but smoking of medical marijuana may not be done indoors.
- NMGs shall provide their own tablecloths, disposable table and kitchen products, and food.
- Generally, there should be no drinks or food in the sanctuary other than Communion elements and/or water.
- When something is spilled on carpeting anywhere in the building, it must be blotted up and a note left at the Church office for the janitor for the purpose of stain removal.
- All users of the building must make sure that heating and/or air conditioning settings are returned to the setting they were at prior to that particular use of the building.
- Any user of the building must have a responsible person lock up and secure the building.
- All used soda cans must be disposed of in the container next to the soda machine or the container in the Fellowship Hall.
- If candles are used, all precaution should be taken to prevent wax drippings on furniture and/or carpeting. Only dripleless candles are allowed inside the building. All users must ascertain that any candles used are cold before leaving the building.
- Anyone using the kitchen and/or coffee bar must follow the guidelines for their use posted in the kitchen and must also make sure all coffee pots and stoves are shut off and the kitchen and coffee bar are left in a clean and orderly manner before leaving the building.
- Following any activities in Fellowship Hall at least half the area should be clear of tables and chairs, so a vacant area is left for other activities.
- Furniture may not be moved without prior approval by the Church Office Staff. If such approval is given, furniture may only be moved by lifting and carrying it. Our furniture cannot be dragged for any reason because it sometimes cuts and/or marks our carpeting if dragged.
- When done using the building, put away all items belonging to the Church. Pick up trash and place it in the proper containers and remove all personal items as soon as possible unless other arrangements have been made.

- NMGs shall not enter or use the lower level (basement) of the North Wing of the Church so long as that space remains leased to the Montessori School of Peoria, nor enter any other leased spaces in the building.
- Everyone must conform their conduct and use of the premises to all fire and safety codes and regulations of the City of Peoria which requires that all interior stairway doors should be kept shut at all times.
- The Coordinator of Music Ministries must approve the use of all organs and pianos and/or other musical instruments on the premises by any person not a member of the FCC Musical staff.
- No one who is not a member of the FCC Music or Technology Ministries shall enter the sanctuary audio visual booth or use any of the sound and/or lighting equipment on the premises.

EMERGENCY PROCEDURES: in case of fire evacuate the building and call 911. There is an alarm pull next to the main entrance to the Church. There is also a fire detection system in the building. If the alarm is pulled or goes off, automatically evacuate the building and wait for representatives from the Church and the Fire Department to tell you if it is safe to reenter the building. Fire extinguishers are located in the hallway of the education building next to the handicapped accessible restroom, the entrance to the nursery in the North Wing, and near both doorways to the kitchen. In the case of a medical emergency, assess the situation, and, if serious, call 911 for help. For minor emergencies a first aid kit is located in the kitchen. In the case of a heart attack, An AED (Automatic External Defibrillator) is located in a case on the wall near the front door of the Church. If you are trained in CPR begin immediately if it is medically indicated and use the AED if you are trained in its use. All NMGs will be given a plan of the building which shows the location of the fire extinguishers, the first aid kit, and the AED.

ALARM SYSTEM: The building has a burglar alarm system which sets itself automatically every night. When scheduling an event, always check with the Office Staff to make sure the burglar alarm will not be in activated mode at the time you plan to enter the building. FCC is charged for false fire alarms. If a member, guest, invitee, or associate of an NMG activates a fire alarm unnecessarily (as determined by the Peoria Fire Department), that person and/or NMG will be required to reimburse FCC within 30 days for the amount of the false fire alarm fee assessed against the Church by the PFD.