



Building Usage Policies

2023

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PURPOSE

The purpose of this document is to state the policy that shall govern the use of the Church Life Center (CLC) of the Central Church of Christ, Athens, Alabama. These guidelines have been established so that Central can fulfill its commitment to glorify God and serve mankind without compromising safety or financial stewardship.

AUTHORITY

This policy was created by the Building Usage Committee and the Central Shepherds have reviewed and approved the policy. Any major changes to this document that affect basic policy must be approved by the Central Shepherds. Central Church of Christ reserves the right to terminate or change the usage temporarily or permanently at any time.

DEFINITIONS

A. Church-Sponsored Activities

Activities or events conducted by the church in connection with any one or more of the church's ministries. These activities are characterized as being for the benefit of the congregation as a whole or for any subgroup within the congregation involving more than one member or family. Examples include regular weekly church schedule activities (i.e., worship services, Bible classes, and Children's Church) and special

events, such as Vacation Bible School, fellowship events, workshops or seminars, devotionals, recreation, the Harvest Festival, and lock-ins.

Also included are events or activities that are intended to be of benefit to outside benevolent groups or the community at large. These events may be hosted by the congregation or by one or more members of the congregation for the purpose of sharing the love of Jesus with our neighbors. Examples include providing a temporary disaster relief shelter, tutoring of foster children, hosting meetings for service-oriented community groups (e.g., Hospice, Alcoholics Anonymous, Red Cross, Agape, etc.), and hosting church outreach events.

B. Member-Sponsored Activities

An event or activity that is primarily for the benefit of an individual member and their outside group or their family and friends that is not directly connected with a ministry area of the church. Examples include birthday parties, anniversaries, certain club meetings, and recreational activities such as walking the track and free play basketball or volleyball games. Practices for ball teams in which a Central member is involved are considered member-sponsored activities.

C. User

For purposes of this policy, the user is the person who represents the group or persons using the building for a specific activity. This person accepts full responsibility for the observance of this policy by all persons using the building for the specified activity. The user must be an ACTIVE adult member (21 years old) of Central Church of Christ. Identification of a user and submittal request is required for all church-sponsored activities (except regular weekly church schedule activities, i.e Bible study classes) and member-sponsored activities. The user is responsible for loss, injury, and damage.

D. Building Usage Committee

The Building Usage Committee is made up of the following individuals: a Deacon of Building and Grounds, a Deacon of Children's Ministry, both of Central's Custodial Staff, and the Office Manager. This committee is tasked with the responsibility for approving or disapproving facility usage requests referred to by the church office manager. This committee shall also resolve scheduling conflicts, approve, or

disapprove special requests, provide interpretation of these guidelines as required, and serve as the focal point for policy enforcement. The Building Usage Committee Chair shall serve as the primary representative of the church for control of activities and will work with the Office Manager regarding the Calendar of Events.

AREAS AND EQUIPMENT AVAILABLE FOR USE

A. Readily Accessible Areas

Areas considered readily accessible include:

1. Gym (including the stage)
2. Room 138
3. Coffee / Cafe area
4. Kitchen

B. Controlled Access Areas

Areas for which access is restricted and for which special permission must be granted for access include, but are not limited to:

1. Auditorium
2. 316 Classrooms and conference room
3. Pantry (washer, dryer)
4. Second floor, including classrooms, storeroom, and walking track access
5. Elevator
6. Storage and garage, including backstage areas
7. Mechanical room
8. AV Room

C. Equipment

Upon approval by the Building Usage Committee, arrangements may be made to use the following equipment, subject to the terms of use in this policy:

1. Items that can be taken off-campus:
 - a. Folding tables and chairs
 - b. Portable projector and portable screens

- c. Bouncy house
- 2. Items that must not be taken off-campus
 - a. Moveable televisions (mounted and moveable)
 - b. Kitchen equipment (in accordance with the Kitchen Rules)

PRIORITY FOR USE

A. Church-Sponsored Activities

These functions shall have priority over other types of activity. In the event of a scheduled conflict with member-sponsored activities, the Building Usage Committee may, at its sole discretion, notify the user(s) of the conflict and postpone, cancel, or otherwise reschedule the conflicting member-sponsored activity.

B. Member-Sponsored Activities

Such activities shall be scheduled to the extent that they do not interfere with any church-sponsored activities. If an activity needs to be rescheduled due to a conflict with a church-sponsored activity, the office manager will contact the user.

RESERVATIONS

The facility and equipment may be reserved for events and activities through [electronic form](#). All requests will be handled on a first-come, first-served basis. The only exceptions are weddings and funerals. Requests are to be made no later than one week before the event.

A. Church-Sponsored Activities

The office manager shall post church-sponsored activities on the church calendar as soon as the activity is approved. While the tentative posting will ensure priority over member-sponsored activities, the reservation shall not be considered confirmed until the office manager has approved the request.

B. Member-Sponsored Activities

The office manager shall tentatively post member-sponsored activities on the church calendar upon approval by the Building Usage Committee. No activities may be scheduled to occur during worship or Bible study times.

The church shall periodically review the use of the facility by any regularly scheduled, recurring activity and may, with advance notification, change the location or cease the usage agreement if deemed necessary by the Building Usage Committee.

B.1 Specific event: Weddings

Weddings are allowed if the following conditions are met:

- A. Central believes in a Biblical marriage, which is defined as a union between a man (born male) and a woman (born female).
- B. Hosting a wedding/rehearsal at Central costs \$2500 and additionally requires a \$500 security deposit. The deposit is returned after the wedding if the building is well-maintained, and nothing is damaged.
- C. Wedding events, such as the rehearsal/dinner, wedding, or both, require the completion of an [electronic form](#).
- D. The individual is a member or an immediate family member (for example son or daughter).
- E. Individuals having weddings at Central must work directly with a member of the Building Usage Committee to review the specific policies of what is allowed and prohibited.
- F. Prior to the wedding, the officiant over the ceremony must be approved by the Elders.
- G. If Central's tablecloths are used during the event, the member sponsor will be responsible for collecting them and placing them in a hamper in the kitchen.

USER RESPONSIBILITIES

A. To request the use of facilities

1. For church-sponsored activities, please contact the office manager.
2. For member-sponsored activities, the user must fill out [the request form](#) and wait for approval from the Building Usage Committee.

B. Liability

The user shall accept the terms of this document and ensure adherence to it by all individuals in the group using the building and accept responsibility for the actions of the group. If a user group damages any property, the user shall be responsible for paying to replace such property. The church assumes no responsibility for loss, injury, or damage to persons or property, this is the responsibility of the user as defined in the definitions.

C. Presence During the Event

The user is required to be present during the entire event, including set up and take down and clean up. The user is responsible for all attendees of an activity and must ensure they are adhering to the policies set forth in this document.

D. Clean the Facility After Use

The user is responsible for cleaning the facility after use and must return rooms to their original state. This includes and is not limited to:

- H. Tables and chairs are to be returned to the closet.
- I. Tablecloths are to be bagged and left in the kitchen for the office manager for dry cleaning.
- J. Used linens are to be placed in the sink in the kitchen island.
- K. All garbage (bathroom, gym, kitchen, etc.) is to be taken to the outside dumpster located on the South side of the building. New trash bags are to be placed in the cans.

CHURCH RESPONSIBILITIES

A. Usage Request Processing

The church office manager shall process the request form, check dates and time against the church calendar to determine availability, provide a copy of this policy to the applicant, and place the event on the church calendar if there are no conflicts once approved by the Building Usage Committee.

B. Request Approval

Member-sponsored activity requests shall be reviewed by the Building Usage Committee or their designee. Applicants shall be advised of acceptance or rejection of their request.

C. Key Control

The office manager will provide a one-time door code or badge to use for the activity.

RESTRICTED ACTIVITIES

A. Commercial Activities

Requests from groups or individuals involved in commercial, non-charitable, for-profit endeavors are prohibited. For example, the use of the facility to host a party or meeting for the purpose of selling products, or services to attendees, or fundraising is not allowed.

B. Improper Conduct

Persons using the facilities are responsible for their conduct at all times. The church members who are sponsoring activities at the building shall be held responsible for the proper behavior of all participants. The following are acts that are prohibited:

1. Vandalism
2. Bad language

3. Immodest dress
4. Excessive "horse play"
5. Smoking, vaping, and use of drugs or alcohol

C. Sports and Events

While allowed in the past, going forward the church will no longer allow use of the facilities for the following:

1. Baseball or Softball.
2. Any other sport will need to be approved by the Building Usage Committee. Basketball and Volleyball will not need approval

C.1 Practices

1. Any team practicing MUST provide a Certificate of Liability. No exceptions.
2. No practices on Wednesday, Sunday, or any day after 8pm.

GENERAL RULES

The following rules apply to all activities (church-sponsored and member-sponsored):

1. Sports Floor Protection: Care shall be taken to prevent damage to the wooden sports floor in the gymnasium. All tables, chairs, stands, etc., that come in contact with the floor must be protected from gouging, scraping, cutting, puncturing, or otherwise penetrating the floor finish.
2. Shoes: Non-marking athletic shoes are only allowed when participating in recreational activities on the gymnasium sports floor. Street shoes or shoes that cause marks shall not be worn for recreational use.
3. Cleaning: User groups are responsible for throwing trash into the dumpster, cleaning up any spills, removing items brought to the building, and returning areas and equipment to their original location and condition. This includes sweeping and mopping floors, taking the trash out and replacing trash bags in receptacles, cleaning the kitchen, if used, and cleaning restrooms. Anything left at the Church building after an event may be thrown away.

4. Facility Security: At the conclusion of the event the user shall ensure that the building is secured with all lights and electrical equipment off and all doors locked.
5. Decorations: All decorations must be removed immediately following the event unless special arrangements have been made to return at a later time to do so. Decoration left at the Church building after an event may be thrown away.
6. Walking Track: Children under the age of 10 shall not be allowed on the walking track without a parent or other supervising adult's presence. No one shall be allowed on the track during programs or events (e.g., fellowship meals, programs, etc.) in the gym. No items shall be thrown from or to the walking track.
7. Standards: When any functions are held, care shall be taken to uphold the highest standards of Christian conduct since "everything is permissible but not everything is beneficial" (1 Cor. 10:23), decisions must be made regarding certain debatable activities so that misunderstandings can be minimized. For this reason, the following are not allowed:
 - A. Any music that uses profanity or promotes the use of drugs, violence, or sexual activity.
8. Facility Decorations: No window blinds, drapes, or any other church decoration items (pictures, signs, etc.) may be moved or taken down for any event. Classroom furniture may not be moved out of the classroom.
9. Protection of Walls, Ceilings, and Lights: Balls and other items shall not be intentionally thrown or kicked into the walls or toward the ceiling or lights.
10. Any equipment setup for sports, like the volleyball net, needs to be disassembled and put away after the event.
11. Basketball Goals/Nets: No one is allowed to hang from the rims or nets.
12. External entry doors must not be propped open at any time.
13. Anyone underage must be accompanied by an adult.
14. Chalkboard in Café must be cleaned if used.
15. Wheeled Items: Roller skates, in-line skates, skateboards, scooters, bicycles, and toys with wheels are not allowed to protect the floors and to prevent injury.

Animals

No animals are allowed on campus with the exception of certified trained service animals. (Emotional support animals are not included in the exception.)

Dancing

Any activity that involves dancing (dancing at weddings, dance practice, father/daughter dance) MUST be approved by the Elders.

Natural Disaster/ Inclement Weather

The building will be available for use during this time when partnered with the Red Cross which has trained volunteers to handle these situations.

KITCHEN RULES

The following rules apply to the kitchen and pantry area:

1. Children are not allowed in the kitchen unless accompanied by an adult.
2. Perishables left in the kitchen following a scheduled event are subject to removal.
3. Equipment and supplies are not to be removed from the kitchen area.
4. The kitchen must be cleaned by each group after its activity is finished:
5. Take out all trash to the outside dumpster.
6. Wash, dry, and put away all pots, pans, and utensils.
7. Sweep and mop the floor.
8. Dish towels and/or rags shall be washed and returned to the kitchen.
9. Instructions for use of the stove, ovens, dishwasher, ice maker, food warmer, and coffee maker are posted in the kitchen. Instructions for the washer, dryer, and mop basin are posted in the pantry.