FACILITIES USE POLICY AND USER AGREEMENT

FOR

*FCC-AFFILIATED GROUPS*

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**First Christian Church (Disciples of Christ), Colorado Springs, Colorado**

**Facilities Use Policy and User Agreement for FCC-Affiliated Groups**

LAST UPDATED: October 18, 2018

**POLICY**

1. The use of church assets is not simply an economic matter, but a spiritual one. Therefore any individual or group using FCC facilities agrees to be publicly supportive of FCC’s Mission and Vision as found at <http://www.firstchristiancos.org/what-we-believe.html>
2. In its sole judgment, FCC will not knowingly make its facilities available, whether for free or for a cost, to any person, group or institution that does not adhere to non-discrimination policies and practices regarding gender, race, sexual orientation, gender expression, ethnicity, or class. The Sr. Pastor or his/her designee shall be the final authority in this regard.
3. Any individual or group using FCC’s facilities are expected to leave the space(s) used in the same condition or better than they found the space(s). This includes shutting off lights and closing windows. Exceptions will only be approved in writing in advance.
4. Nothing shall be posted on any walls of the church. Bulletin boards may be used appropriately. No markings on the floors may be made. Only dry-erase markers may be used on whiteboards. FCC is a non-smoking facility (including marijuana and electronic cigarettes). All children will be appropriately supervised and will not have access to part of the building not specified in the facility use agreement.
5. The leader of a group using FCC facilities may be given a door code and/or alarm code. That code is NOT under any circumstances to be shared with the group’s members and -- unless otherwise agreed to in writing -- the group will post someone at the north door entrance to recognize and admit members of the group. Following the use of FCC facilities, all participants will exit through the north door.
6. FCC is generally an alcohol-free venue. Specific written exceptions may be made only by FCC’s Administrative Committee.
7. Normal building hours are 9:00 a.m. to 10:00 p.m. No group’s activities may run later than 10:00 p.m. An exception may be made only if an FCC staff member is willing to be on-site after 10:00 p.m. or before 9:00 a.m. to monitor the group’s use and exit from the building. FCC staff are not required to do so.
8. Unless specifically agreed to, all users understand that their use is not an exclusive use of the building and that other groups and activities may be occurring at the same time in other parts of the building.
9. Users understand that there is no guarantee of parking provided. Depending on the timing of the use, users may be required not to use the church’s parking lot.
10. Users understand that there are to be no firearms in the building or anywhere on church property. If user employs security personnel, they will be professionally trained, certified, un-armed, and bonded, and user will inform FCC that they have made such arrangements. User agrees that in potentially life-threatening situations the Colorado Springs Police will be called immediately.
11. In the event of severe or inclement weather, the user is responsible to determine whether FCC’s building has been closed. This will be reported on the *Gazette*’s and KRDO’s websites, as well as the church’s Facebook page and website.
12. There may be unique situations that are not addressed by this policy. In such cases, the Sr. Pastor (or his/her designee) or FCC’s Administrative Committee will have final approval.

**STAFF TIME/HOURS**

1. The pipe organ may not be used unless someone is specifically authorized to do so by either FCC’s Organist, Music Director, or Sr. Pastor.
2. FCC’s Sound Systems. If you would like a sound technician, thirty days’ notice is required to request a sound technician.
3. FCC’s sound system in the sanctuary may only be used if an authorized FCC sound technician is available for the proposed date. Thirty days’ notice is required to request a sound technician.
4. FCC’s sound system in the Fellowship Hall is available for use.
5. You may find a video showing how to use the sound system here: <https://www.youtube.com/watch?v=guUZYh6mTWs&t=1s>.
6. If a nursery is desired for a group’s activity, FCC-approved nursery staff must be available in state-law mandated minimums. Thirty days’ notice is required to request the possibility of the use of the nursery and nursery staff. If sufficient notice is not given, nursery may or may not be available. The decision is at staff discretion, given time constraints.
7. FCC Staff has complete editorial discretion for items printed and advertised using church resources and staff time. This includes the content, form, and format of each item, the volume of items to be published, where they are advertised, and how often they are advertised.
8. If you would like the church to create, print, or publish items for your event, you must let staff know in advance. Thirty days’ notice is required for Administrative Staff to create items (flyers, slides, etc.), and twenty one days’ notice is required for them to print. If sufficient notice is not given, items may or may not be created/printed. The decision is at staff discretion, given time constraints. There will be a charge for printing.
9. If you would like your event advertised by FCC in the bulletin, on the website, in the weekly newsletter, through a press release, or on social media, twenty-one days’ notice is required. If sufficient notice is not given, events may or may not be advertised, at staff discretion, given time constraints. FCC Staff will not send special emails solely to advertise your event.
10. If staff members assist with your event, outside of their normal work hours or job descriptions, it is suggested that they be given a mutually agreed-upon honorarium.

**LOGISTICAL CONCERNS**

1. Events should be added to the calendar as soon as possible. Please check with Staff to see if the space you need is available for the date and time you want. They will add it to the calendar for you.
2. If you are holding a special event, you must notify Staff if your event is a social event, or if it is a fundraiser, and if so, for what cause.
3. If you are collecting money at your event, the money must stay in the church. You must follow FCC guidelines for counting, collecting, and storing money, as outlined in the Agreement. You must let Administrative Staff know in advance, and the key must also stay in the building, as outlined in the Agreement.

*If you have any questions, please feel free to*

*call the church offices - (719) 633-8888 or*

*e-mail the administrative staff -* *fcc@firstchristiancos.org*

Agreement for FCC Facility Use for FCC-Affiliated Groups

*(please print clearly; illegible applications cannot be considered)*

Name of Requestor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representing (Group)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event/Use Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time (to/from) Requested (including set-up and tear-down/clean-up) \_\_\_\_\_\_\_\_\_\_

Facilities/Rooms Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be any special equipment needed for this event? (circle one) Yes/No

If so, what equipment and where? (be specific)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is This a Fundraiser? \_\_ (yes) \_\_ (no) If So, For Whom?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be any money collected for/or during this event? (circle one) Yes/No

Who will be responsible for securing money collected at the event?\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be any upfront cost associated with this event? (i.e. cash disbursements, start-up cash, Cash box, etc.) (circle one) Yes/No

 (Note: requests must be made two weeks in advance)

Who will be responsible for where the funds are allocated or disbursed?\_\_\_\_\_\_\_\_\_

Has this event been approved by the proper committees and the allocation of funds agreed upon? (circle one) Yes/No Which Committee?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ (check) I agree to be publicily supportive of FCC’s Mission and Vision as found at <http://www.firstchristiancos.org/what-we-believe.html>

\_\_ (check) The group I am requesting this use for does not discriminate in its policies and practices regarding gender, race, sexual orientation, gender expression, ethnicity, or class.

\_\_ (check) I agree that any funds collected for the event will not leave the church property under any circumstances and that two unrelated parties must make an accounting of those monies, including but not limited to counting all monies collected and signing off on the accounting. You must make arrangements with the Ministry Assistant for Finance & Administration for securing all monies collected and their accounting in the church offices, which includes but is not limited to receiving keys to the offices and the office safe if determined necessary.

\_\_ (check) I agree that all funds, collected or disbursed, including but not limited to payment for reimbursement of supplies, guest speakers or vendors, etc., must go through the office of the Ministry Assistant for Finance & Administration.

\_\_ (check) I agree that if the group is taking a free will offering of any type, the basket must clearly state what the free will offering is for.

\_\_ (check) I agree that I have the authority to enter into this agreement on behalf of my group or organization.

\_\_ (check) I agree that I have the authority to enter into this agreement on behalf of my group or organization.

\_\_ (check) I have received a copy of the Facilities Use Policy and User Agreement for FCC-Affiliated Groups and will abide by those policies in planning and executing this event.

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FCC Use Only: