

**GREENVILLE CHINESE CHRISTIAN CHURCH
RENTAL POLICY**

GREENVILLE CHINESE CHRISTIAN CHURCH FACILITY USE POLICY

ADMINISTRATION OF POLICY

Deaconate has the sole responsibility for establishing and administering the policy for the Greenville Chinese Christian Church (GCCC). This policy shall remain in effect until such time as changes are made in writing and are approved by the Deaconate of GCCC.

Changes, additions, or deletions to this policy could be requested by member of the church. Such requests should be submitted in writing to the Deaconate for review and action.

This policy shall be reviewed and approved at least every two years.

Any situations not covered by the current approved policy shall be referred to the Deaconate for decision.

The Deaconate reserves the right to rescind facility use at any time.

OBJECTIVE

It is the intent of the GCCC to maximize use of its grounds, buildings, and tangible property for the promotion of Christianity, community fellowship, and mission and ministry activities that positively affect the lives of GCCC members and friends. This declaration of intent recognizes that it is the Church that ties the community together in love, fellowship, work, study, and play.

CATEGORIES OF USE

Church Sponsored Activity – Any activity organized and sponsored by a chairperson of a council, committee, or ministry team, an elected officer, or member of the GCCC staff, with the purpose of conducting church administrative business, and/or planning and implementing church programs. Approval for use is assumed; however, advanced scheduling with the church office is required.

Church Member-Sponsored Activity – Any activity sponsored by a church member but is not a church organized activity, and one that does not charge a fee for participation [e.g. anniversary celebrations, birthday parties, wedding receptions (see wedding policy), bridal showers, baby showers, and parties]. All of the activities have to be related to the member's own use.

The use needs to be approved by the chairperson and the deacon who is in charge of facility. Advanced scheduling with the church office is required. Scheduled use should not coincide with any church activities. A *Facility Rental Request Form* must be completed and submitted to the church office 14 days before the event.

Community-Sponsored Activity Endorsed by the Church – Any activity managed by an individual or group with no membership connection to the church and not included in the approved church programs [i.e. civic and community groups, sport groups, music groups, educational groups, youth groups, senior groups, etc.]. A *Facility Rental Request Form* must be submitted 14 days before the event; it needs to be approved by the deaconate and kept on file in the church office.

Non-Member Activities – Includes all non-church, non-member, non-civic sponsored seminars, lectures, meetings, etc. A *Facility Rental Request Form* must be submitted 14 days prior to the event. Approval by the Deaconate is required. Given approval, advanced scheduling with the church office is required. At the discretion of the Chairperson of Deacons, a damage deposit may be required for this category of use.

Emergency General Public Use - Includes short-time accommodations for community residents during periods of severe weather, natural disasters, and general public need. The chairperson of deaconate and the deacon in charge of facility use have the authority to determine emergency need and approve utilization of resources.

Commercial Activities - Use of the facilities, grounds, or property by any company, organization, or individual for the strict generation of profit is prohibited.

Limitations on Facility Uses: We will not allow organizations of a different faith to use the facilities. The faith of the church is defined in the church by-laws. Political organizations and activities will not be allowed to use the church facilities. **All the activities must comply with local government regulations.**

GENERAL POLICY GUIDELINES

General Rules

1. **Greenville Chinese Christian Church is a drug-, tobacco- and alcohol-free facility.** Smoking and alcoholic drinking are not allowed anywhere on the church property.
2. No weapons of any kind are allowed on the church premises.
3. **The Renter relieves Greenville Chinese Christian Church and its board of directors from any liabilities resulting from the use of our facilities by any or all individuals involved with renter. Renter should carry its own liability insurance.**
4. All activities are limited to the areas specified in the agreement.
5. In principle, the sanctuary will not be allowed to be used for non-church sponsored activities except for wedding and memorial services. Any other exceptions must be unanimously approved by deaconate.
6. Uses of the kitchen and nursery need to be specifically approved by the deaconate.
7. Children should be supervised by adults at all times. Children should be instructed that the church is a place for worship, study, and play, and that there are designated areas for each of these activities
8. No exterior signage is to be attached in any way to existing signs or fixtures (i.e. light posts, down spouts, etc.). Exterior signs will be limited to small, staked signs directing participants.
9. No signs may be taped to walls, doors, or any non-glass surface. Interior signs may be displayed on easels or on the bulletin board.
10. No permanent wall hangings shall be placed anywhere in the building without approval of the Trustees. No temporary wall hangings shall be placed in any common area without approval of the deaconate. No permanently altering (i.e., holes, paint, etc.) or mark on any surface on the interior or exterior of the building will be allowed.

Scheduling and Reservations

The deaconate is responsible for scheduling and making reservations of specific areas and equipment. Regularly scheduled events and church programs have priority over special events and programs. All scheduling must be done through the deaconate. Under normal circumstances, the church will not be available for outside organization to use during normal worship and Sunday School hours.

Use of church equipment (e.g., overhead projector, VCR, TV, computers, sound equipment, keyboards, pianos, organ, etc.) must be approved by deaconate and operated by qualified personnel.

After deaconate approves the use of activities for non-church sponsored programs, **a rental agreement must be signed by the chairman of deaconate and authorized person of the renting party.**

Equipment and tools will not leave the church premises unless they are approved by deaconate. Item must be logged out to a member of the church and logged back in after returned in as good or better condition than when it left. The Church office will maintain a property logbook to account for church property leaving the facility.

Cleaning/Damage

All users are required to return the all areas used to the original condition before leaving. All trash and decorations should be properly removed from the church premises. All furniture shall be returned to the original configuration.

All the areas used should be as clean as before the use. All non-church sponsored activities are required to place a refundable deposit of \$100 when signing a rental agreement. At the end of the event, a representative of renter and a church official will walk through to inspect the facility.

Any cleaning issues and damages are subjected to subtraction from the deposit. The renter is responsible to cover all the costs related to cleaning issues and damages.

Locking, Unlocking

Only members of deaconate or the church member designated by deaconate can unlock the building. The person is also responsible for locking the building after the event

**GREENVILEE CHINESE CHRISTIAN CHURCH
FACILITY RENTAL REQUEST FORM**

FOR USE WITH: Non-Church-Sponsored Activities (Require 14 days prior notice.)

Date Submitted _____

Name of Event _____

Purpose of the Event _____

Number Attending _____

Date(s) of Event(s) _____

Reservation Time (including set-up and cleaning up) from: _____ **to:** _____

Group _____ **Contact Person** _____

Contact Phone # _____ **(Day)** _____ **(Evening)** _____ **(Cell)** _____

Room(s) and Areas Requested _____

Equipment Requirements _____

Food (catering, bring-your –own, etc.) _____

Kitchen Required: Yes () No ()

Nursery Required: Yes () No ()

FOR OFFICE USE:

To be completed by Deacons.

All Non-Member activities require deacon’s approval.

Approved by Deaconate _____ **Date** _____

Signature, Chairman

Room(s) Reserved _____

Scheduled for (Date and Time) _____ **Scheduled By** _____

Example of Rental Agreement

Greenville Chinese Christian Church

Facility Rental Agreement

Renter: _____

Time and Date of Rental: _____

Areas: _____

1. Renter relieves Greenville Chinese Christian Church and its board of directors from any liabilities resulting from the use of our facilities by any or all individuals involved with your organization.
2. Renter and individuals involved with your organization will not enter other areas except for restrooms and storage room. If it is necessary to enter sanctuary, nursery room, and office, person must be accompanied by a church officer.
3. Thermostats should be not adjusted by the renter and individuals involved with your organization.
4. The building is a drug-, tobacco- and alcohol-free building.
5. Renter will clean the areas used, including tables, chairs, and floors. The areas after the use should be as clean as before the use. A church representative will do a final inspection with a renter's representative.
6. The church representative will be responsible for unlocking and locking the doors of the church building.

Greenville Chinese Christian Church
Representative

Representative

Signature

Signature

Title

Title

Date

Date