

Facility Use Policy

Mission

The mission of Community Christian Church (the “Church”) is to share the Gospel of Jesus Christ. We believe that the use of our facilities is a part of our witness to the community and is good stewardship of the assets with which we have been entrusted.

General Guidelines

The following are general principles that guide the granting of use of all or part of our facility by groups not related to the church.

1. The requesting group or individuals must be supportive of, and provide benefits to, the community, and not hold values or beliefs that are in conflict with those of the church. The church reserves the right to grant or deny the use of its facility at its sole discretion.
2. One person from the requesting group must be designated as point of contact with whom the church will have communication about an event or gathering.
3. The requested space and nature of the event or gathering must not unduly interfere with other activities that may be taking place at the same time in other parts of the facility.
4. The expenses, including utilities and janitorial expenses where applicable, associated with the event or gathering are to be borne by the requesting organization.
5. All communications regarding the initial request or follow-up must be through the church office.

Specific Policies

1. The following forms must be on file with the church office at least ten (10) days prior to the date of the event.
 - A Facility Use - Reservation Request completed by requesting group
 - A Facility Use Agreement executed by an authorized representative of the requesting group
 - An Insurance Certificate naming Community Christian Church as an Additional Insured

The reservation may be cancelled if these forms are not in place.

2. Unless arrangements are made in advance for additional custodial care by the church custodian, all users must leave the church’s facility in as good or better condition than it was found.
3. Any set-up is the responsibility of the user. All furniture and equipment must be returned to its original location after use.
4. No smoking is allowed in the church buildings.
5. No alcoholic beverages are allowed on the church premises.
6. Food and beverages are not permitted in the Sanctuary.
7. Children must be under adequate adult supervision at all times.

Community Christian Church
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Addendum

Decorations Nothing that will damage, mar, discolor, risk excessive clean-up (candle wax) or otherwise adversely affect the appearance or condition of anything in the Sanctuary. Nothing nailed to, screwed to, glued to walls, furniture or fixtures. Nothing that will be hazardous or risk hazard (open flames, other than candles). Nothing that will result in lasting odors, such as incense, vapors, chemicals, paints or lotions.

Candles Any candles must have sufficient protection from dripping wax. No dripping wax on any furniture, carpets, walls or other surfaces. All candles must stay in one place after being lit. None carried, waved around, held in hands or otherwise used in ceremonies. No candles should be placed on the floor near pew ingress and egress in the main aisle.

Music Nothing that requires moving or altering any of our music equipment - piano, keyboard, amplifier, mixer, etc. No excessive volume of music or sounds made by instruments, recordings or people that would be a disturbance to our neighbors south of the Sanctuary. Nothing that would require an excessive electrical power demand that it overloads the existing circuits that service the Sanctuary. Nothing that would damage any of our music equipment. No use of generators or other external electrical power sources.

Deposit If a reservation is cancelled within ninety days of the event, the deposit will not be refunded.

Facility Use – Reservation Request

Name of Group Requesting Use: _____ (the “Tenant”)

Address: _____

Are you a corporation? Yes No

If “Yes”, are you a non-profit corporation? Yes No

Purpose of Group: _____

Describe the activity that you will conduct in the church’s facility:

of Persons Attending # of Children Age Range of Children -

Describe the “space” that you will need, including chairs, tables, any special equipment, etc.:

Will food be served? Yes No

Are you requesting one-time use or recurring use?

One Time Date: _____ Time: _____

Recurring First Date: _____ Last Date: _____

Time: _____

Contact Person: _____

Telephone: _____ email: _____

Facility Use Fee: \$200.00 per one-time event

Tenant agrees to execute and abide by the Facility Use Agreement of Community Christian Church.

Authorized Representative: _____ Title: _____

Date: _____

Accepted for the Church: _____ Date: _____

Facility Use Agreement

Whereas, _____ (the “Tenant”) has requested use of certain facilities (the “Premises”) of Community Christian Church (the “Church”) as described in the Reservation Request executed by both parties; and,

Whereas, subject to the terms and conditions of this Facility Use Agreement (the “Agreement”), the Church is willing to permit such use.

Now, therefore, the Tenant and the Church agree as follows:

1. Use of Premises. Tenant shall only use the Premises for the purposes, and in the manner, specified in the Reservation Request(s).
2. Term of Use. Provided that Tenant complies with the terms and conditions of this Agreement, Tenant shall have use of the Premises during the time(s) specified in the Reservation Request(s) which are accepted by the Church.
3. Rent and Security Deposit. Tenant shall pay to the Church the Rent and the Security Deposit (if any) specified in the Reservation Request no later than seven (7) days prior to Tenant’s use of the premises.
4. Responsibilities of Tenant. Tenant shall be responsible for:
 - a. Assuring that the Premises is locked and windows closed at the end of its use.
 - b. Unless arrangements are made in advance for additional custodial care by the church custodian, Tenant must leave the premises in as good or better condition than they were prior to Tenant’s use.
 - c. Not bringing into the Premises any inflammable fluids, explosive materials or other articles hazardous to person or property.
5. Signs. Tenant shall have no right to place any signs outside of the Premises. In the event Tenant wishes to announce a special event or provide location signs, before placing such signs outside the Premises, Tenant will obtain the approval of either the Chair of the Property Committee or the Chair of the Trustees of the Church.
6. Assignment/ Subletting. Tenant shall have no right to assign or sublet the Premises.
7. Insurance Requirements. Tenant shall maintain at its expense in full force at all times during the term of this Lease comprehensive general public liability insurance, which shall include coverage for personal liability, contractual liability, tenant’s legal liability, bodily injury, death, and property damage all on an occurrence basis with respect to the Tenant’s use and occupancy of the Premises. The insurance shall have the following minimum limits of \$1,000,000 for bodily injury or death to any one person; \$2,000,000 for bodily injury or death in the aggregate; \$500,000 in property damage which shall include coverage for any loss or damage alleged to have resulted from the loss of use of any property, real or personal. The Church shall be named as an additional insured on such policy on a primary, non-contributory basis. At least ten (10) days prior to tenant’s use of the Premises, Tenant shall provide the Church with a certificate verifying such insurance. The casualty insurance shall contain a waiver by the insurer of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled against the Church, its officers, agents, or employees.

8. All policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A VI, according to the latest edition of the A.M. Best Co.
9. Waiver and Indemnity. To the extent not prohibited by law, Tenant waives all claims against the Church, its trustees, agents, and employees for injury or damage to person or property sustained by Tenant and resulting directly or indirectly from fire or other casualty, cause or any existing or future condition, defect, matter or thing in or about the Premises or from any equipment or appurtenance in the building, or from any accident in or about the building, or from any act or neglect or any tenant or other occupant of the facility or of any other person.

 Tenant agrees to indemnify and hold harmless the Church, its trustees, agents, and employees from and against any and all claims, demands, actions liabilities damages, costs and expenses (including reasonable attorney's fees), for injuries to all persons and damage to or theft or misappropriation or loss of property occurring in or about the Premises and arising from Tenant's occupancy of the Premises. If any such proceeding is filed against the Church or any such indemnified party, Tenant agrees to defend such proceeding at its sole cost by legal counsel reasonably satisfactory to the Church if requested by the Church.
10. Remedies. If the Tenant fails to pay the rent when due or fails to fulfill all the provisions of this Agreement, the Church may, at its option, immediately and without further notice to Tenant, terminate this Agreement and Tenant's right to possession of the Premises. Notwithstanding such termination, the Church shall be entitled to recover all rents, damages, expenses, and other compensation to which it is entitled under this Agreement or under law.
11. Separate Entity. The Tenant, in its literature and all other representations, shall make clear that it is a separate entity and is not affiliated with nor sponsored by the Church.
12. Entire Agreement. This reflects the entire agreement of the Parties. There are no other representations either oral or written. Any modification must be in writing and signed by both Parties. This Agreement is governed by Illinois law and shall be enforced in the Circuit Court sitting in Lake County, Illinois.

This Agreement is entered into this ____ day of _____, _____.

Church Community Christian Church _____ By Its General Board Chairman	Tenant _____ By Its Authorized Representative
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To secure facility use at Community Christian Church, be sure you submit the following:

- Completed Facility Use - Reservation Request
- Completed Facility Use Agreement
- Proof of Insurance with Community Christian Church named as additional insured entity
- \$200.00 facility use fee payable to Community Christian Church