



## Policy for Properties Access & Use

(GENERAL POLICY) Date: 2/07/99-Rev. 3

Authorized by: Elder of Administration

**SPECIAL NOTES:** For Property Usage related to Weddings and Funerals see separate policies entitled as such. For Church Vehicles see policy under separate cover. For specific usage related to the Family Life Center see that policy under separate cover. This policy supersedes any previous Property Usage Policies.

### POLICY INTRODUCTION

The facilities and related equipment of Cicero Christian Church are dedicated to the worship of God and the building up of God's people. This shall be the key principle by which all use of CCC's facilities and related equipment will be governed. Because it is the desire of CCC to be a good neighbor and contribute to the overall life of it's community, every attempt also will be made to accommodate community events and other activities that contribute to the growth and living conditions of our neighborhood, our community and the Lord's Kingdom at large. Such activities shall not compromise CCC's Purpose and Mission Statement. The Elder of Administration shall approve any activities outside the normal sphere of CCC's activities.

With these goals in mind, the following policies shall be used in determining use of CCC facilities and related equipment.

### FACILITIES

The CCC facilities are available first to CCC members and sponsored groups. The scheduling of these is to have priority over any other use of the building. Others may be granted use of the building as long as their programs do not interfere with church or church-sponsored activities or violate the Christian principles and doctrine of CCC. Community groups include such not-for-profit organizations as resident associations, local school groups, scout groups, AA, officers of the local government, home schooling groups, and senior citizen groups. For profit organizations will require special approval by the Elder of Administration and/or Elders along with the possibility of fee's (outlined in Wedding Policy). The Elders have the authority to deny access or usage of the facility at any time for any group(s).

Other specific guidelines for use of the CCC facilities and equipment are as follows:

- Keys to the CCC facilities will be made available only to the paid staff of the church, Elders, appropriate ministry leaders, and others who have specific ministry responsibility. Initially, for the Stringtown Property, keys will be assigned by the Building Team Servant Leaders, thereafter the Elder of Administration and Property Servant Leader will assign ALL keys. A master KEY list shall be developed and maintained by the Office Administrator.
- All scheduling of the CCC building is to be done with the church office. Only designated office staff are to place events on the calendar. The Elder of Administration will make the final decision in the case of special requests and scheduling conflicts.
- No profanity, improper conduct, harassment, smoking or drinking of alcoholic beverages is permitted anywhere on church property. Violations shall be cause for denying individuals and groups the right to use the facilities.

- Children's and youth activities (up to and including 12<sup>th</sup> grade) are scheduled only with the supervision of adults. The adult in charge must do the scheduling of these activities. There should be a minimum of two (2) adults supervising every activity.
- Use of the Worship Center or Sanctuary is limited to worship services, special meetings or services sponsored by other Christ centered churches and groups, religious music and drama events, Christian educational seminars and events, and special Christian pre-school programs. "Worthy cause" community events and other special community events will be hosted as approved by the Elder of Administration, any Elder, Senior Minister, or Minister of Worship and Music.
- Food is to be kept in designated areas. Under no circumstances shall food or drink of any kind be brought into the Worship Center/Sanctuary except for communion (bread and cup).
- Office areas and equipment are not available for use outside the regular office hours. Office Computers shall be restricted to CCC paid staff and are not for the use by the congregation at large.
- All groups using the facilities are responsible for the care of their assigned area; this includes set-up, take down, and clean-up. This includes Sunday School rooms.
- Any special needs for custodial assistance must be approved and arranged in advance through the church office.
- The Decoration Team shall direct decoration of the Worship Center/Sanctuary.
- There shall be NO running anywhere within CCC except in the FLC. This includes individuals who wish to use the facility for exercise purposes by running around in the perimeter hallways. However, individuals wishing walk for exercise is permitted.
- Due to the potential of a Fire/Safety hazard, insurance purposes and property cleanliness, Coffee Makers are strictly forbidden in ALL areas except for office and kitchen areas.

#### **EQUIPMENT & FURNITURE**

Use of CCC equipment and furniture is limited to the members of CCC and its related ministries. Equipment and furniture that is the property of CCC is not to leave the church premises without approval in advance by the Elder of Administration or Office Administrator. A Building and Property Reservation Form must be completed signed off and submitted before any property is removed from the building.

Other specific guidelines for use of CCC equipment and furniture are as follows:

- Tables and chairs belonging to CCC are to be used primarily on church premises. At times, permission will be given to CCC members for the use of these items off premises, but this use will be limited to short-term events and to tables and chairs from designated areas.
- The Kitchen Team Servant Leader approves use of kitchen equipment separately from the scheduling of rooms.
- The Servant Leader of the Audio and Visual Team approves use of audio-visual equipment separately from the scheduling of rooms.
- Use of office equipment is limited to office personnel, paid ministerial staff, and office volunteers.
- Use of Sports Equipment outside its normal intended use will require permission of Sports Ministry area Elder.
- Use of Toys, Tables, and Chairs from Children's area will require permission of Director of Children's Ministry.

S. Zell, Elder of Administration