

# Mt. Summit Christian Church

## Building Usage Policies

508 S. Walnut St. PO Box 310  
Mt. Summit, IN 47361  
Phone: 836-4335

We welcome you to Mt. Summit Christian Church. We are pleased to extend our ministry to your group. Our building has been dedicated to the glory of God and to service to mankind. With this in mind, there are expectations regarding conduct and cleanliness for those groups using the facilities and grounds. Please note these expectations as follows:

1. A member of the Building Use Committee or a person designated by the committee must be in attendance at all events held in the building or on the grounds.
2. Reservations for use of the facilities may not be made until proper forms and donations are received and use of the building is approved. All forms may be obtained from the church office.
3. Reservations may not be made more than one (1) year in advance.
4. Applications for regularly scheduled weekly or monthly meetings will be considered on an individual basis..
5. Use of the sanctuary requires specific permission from the Building Use Committee.
6. **Use of alcohol and tobacco are strictly prohibited on church grounds, and will result in the loss of the damage deposit**
7. No political rallies or personal cause citizens' groups will be permitted to use the building.
8. Other than for congregational purposes, no fund-raising activities, for either profit or non-profit organizations, or selling of merchandise will be permitted on church property.
9. Groups are to use only areas assigned and are not permitted to wander at will through the building. Nursery Use – adults will attend to nursery. Children 5 years and under may use the nursery, with the proper ratio of adult supervision (1 adult per 6 children).
10. Telephones are to be used for local and 911 calls only.

11. Youth groups using the building must have adequate adult supervision (one adult per 6 youth).

12. Tables, chairs, and/or other equipment are to be returned to their original places.

13. Groups will be responsible for any negligent damage to the church property.

14. Any debris on floor or tables must be cleared away and used rooms left in good condition.

15. Restrooms are to be left neat and tidy.

16. Children under the age of 18 must be supervised at all times and are not allowed to roam the building.

17. All trash must be bagged and placed in appropriate containers. Recycling bins will be provided.

18. The kitchens are not to be used without prior permission. If approved, please note rules for kitchen use.

19. Food and drinks are not permitted out of the fellowship hall or Family Center.

20. Folding walls may not be moved without a member of the Property Committee in attendance. Walls will always be moved by a committee member or a person designated by that committee.

21. Please note that if a death occurs within the church family, use of the facilities will revert to the church. Obviously this is beyond our control. Weddings are the exception to this rule.

## USE OF THE CHRISTIAN FAMILY CENTER:

1. Rental of the Family Center will include the floor area, kitchenette, bathrooms, and lounge area. The youth loft may be used only by church members, and then, only with a Building Use Committee or Youth Committee member present. The storage loft on the east end of the building may not be used. Only the main floor of the Family Center will be available for rent. This does not include the music room or the classroom.
2. The sound and video equipment is only available for use by members of the congregation who specifically have been trained in its operation.
3. If you plan to use the showers please note that towels, soap, etc. will NOT be furnished by the church. Please leave the showers in pristine condition following their use.
4. If your group plans to play basketball, please be aware that the basketball hoops will not allow "hanging time." Please bring your own basketball and/or volleyball. The volleyball net and equipment may be used. However, arrangements must be made in advance for set up and must be done by a committee or youth staff representative.
5. All activities and events held in the Family Center will need to end no later than 11:00 p.m.

IN CASE OF EMERGENCY while you are using the building (fire, personal injury, etc.) call the proper authorities first (fire department, ambulance, etc.) and then call Rev. Mark O'Brien, 836-4976 or 524-0363, Terry Vaughn 836-4452, Charlie French 836-4306, or Tom Wimmer, 836-4574.

## USE OF THE KITCHENS

1. Food and drinks must be served by adults.
2. Garbage disposal units must be used as posted in the kitchens. Items such as egg shells, celery, banana peels, grease, etc. are not to be placed in the units.
3. Do not leave food on/in cabinets or in the refrigerators.
4. No food or drinks can be taken out of the fellowship hall or family center.
5. All damage to kitchen equipment, including breakage of glasses, etc. must be paid for before the group leaves the church.
6. Extra trash bags will be provided by the committee member in attendance.
7. If an outside caterer is used they must use their own equipment.
8. Kitchen floors must be swept and wet mopped before leaving.

## EQUIPMENT/FIXTURES USE POLICY FOR ACTIVE MEMBERS OF THE CONGREGATION

1. If you wish to borrow any church equipment or fixtures you must contact the office for permission to remove equipment or fixtures from church property.
2. A form will be available from the church for the borrower to sign.
3. Equipment must be returned within 24 hours unless other provisions have been made.
4. Only tables designated with markings may be removed from the building. Tables must not be left outside overnight.
5. Some equipment and fixtures cannot be lent under any circumstances. These items include the new coffee pot, all items from the sanctuary, the candle lighters, etc.
6. All damage to church equipment or fixtures must be paid for by the borrower.

## DONATION SCHEDULE

Use of Sanctuary	\$100
Use of Fellowship Hall	\$100
Use of Christian Family Center	\$200
Custodian	
Sanctuary	\$50
Fellowship Hall	\$50
Christian Family Center	\$50
(Surcharge after 10 pm)	\$20

A damage deposit of \$100 will be required of members of Mt. Summit Christian Church, as well as non-members. It will be refunded within 2 weeks after rental of the building if no damage occurs during the use of the building.

**MEMBERS:** A donation of at least \$25 for use of the fellowship hall and a donation of \$60 for use of the Christian Family Center will be expected to help cover the cost of the additional utilities used. If members do not wish to take care of cleaning after the use of any part of the building, a \$25 custodial donation will be required.

**Mt. Summit Christian Church  
BUILDING USE APPLICATION**

Group Name \_\_\_\_\_ Purpose of Use \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Area of Building to be Used: Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Family Center \_\_\_\_\_  
Contact Person (if other than applicant) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date of Event \_\_\_\_\_ Hours Needed \_\_\_\_\_ Is this a fund raising activity? Yes \_\_\_\_\_ No \_\_\_\_\_  
Number of Participants \_\_\_\_\_ Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_  
List planned foods \_\_\_\_\_  
Church equipment/fixtures needed \_\_\_\_\_

Groups using the facilities must sign an ASSUMPTION OF RISK/RELEASE FORM.

Note that if a death occurs in the church family, use of the facilities will revert to the church (scheduled weddings are the exception).

I, the undersigned have read the policy for use of the Mt. Summit Christian Church Building/Facilities. Furthermore, I understand and accept the responsibilities spelled out in that document.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

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**Mt. Summit Christian Church  
ASSUMPTION OF RISK AND RELEASE**

The undersigned hereby accepts and agrees to assume all risks to his person or property or any member of his group utilizing the facilities of Mt. Summit Christian Church in accordance with the agreement dates of \_\_\_\_\_, 20 \_\_\_\_, which may exist by reason of his entry at any time or times on the property or facilities.

IN WITNESS WHEREOF, the undersigned has executed this Statement of Assumption of Risk and Release this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name

<b>FOR OFFICE USE ONLY</b>	
Application Approved By _____ Signature	
Committee Member _____	Minister _____
Trustee _____	
Date	

**Mt. Summit Christian Church**  
**REQUEST FORM – USE OF CHURCH EQUIPMENT/FIXTURES**  
**(active members only)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Purpose or Event \_\_\_\_\_

Please list the items you wish to borrow

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Items will be picked up on:      Date \_\_\_\_\_ Time \_\_\_\_\_

Items will be returned on:      Date \_\_\_\_\_ Time \_\_\_\_\_

I understand that I am responsible for all equipment/fixtures borrowed. I will not leave any church equipment outside overnight. Any damage must be paid for by me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name