



Mt. Summit Christian Church



Building Usage Policies

508 S. Walnut St. / P.O. Box 310
Mt. Summit, IN 47361

Phone: 765-836-4335
E-mail: mssc@msscdisciples.org
Website: msscdisciples.org



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 the beginning of all events held in the building or on the grounds and also at the end of the event.
2. Reservations for use of the facilities may not be made until all 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 an event sponsored by the congregation or a committee within the congregation, 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, furnishings 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. (Toilets need to be flushed.)
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 outside containers. If containers are full, please take trash with you.
18. The kitchens are not to be used without prior permission of the Building Use Committee. If approved, please note rules for kitchen use.
19. 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.
20. Fog machines and strobe lights may not be used.
21. No food or drink is allowed in carpeted areas of the church.

USE OF THE CHRISTIAN FAMILY CENTER:

1. Rental of the Family Center will include the floor area, kitchenette, bathrooms, and lounge area. The lofts on each end of the building may not be used. The Music Room may not be used for any reason.
2. The sound and video equipment is only available for use by members of the congregation who specifically have been trained in its operation. See donation schedule for a tech engineer.
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.
6. The committee reserves the right to make changes to rules if necessary.

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 LARRY BRAYTON (765-524-2118), TOM THOMAS (765-744-8036) OR GENE KABOSKI (765-465-7712).

USE OF THE KITCHENS

1. Do not leave food on/in cabinets or in the refrigerators.
2. If an outside caterer is used they must use their own equipment.
3. Kitchen floors must be swept and wet mopped before leaving.

USE OF THE SHELTER HOUSE

1. Take your own trash with you.
2. Firewood will be provided for your use.
3. Fully extinguish fires with provided sand before leaving.
4. Fill water bucket.
5. Sweep & clean-up shelter house and grounds.

NO EQUIPMENT OR FIXTURES MAY BE TAKEN
FROM THE PROPERTY.

DONATION SCHEDULE
MEMBERS

| | |
|--------------------------------|---------|
| Use of Fellowship Hall | \$20.00 |
| Use of Christian Family Center | \$40.00 |
| Custodian | |
| Charge for each facility | \$25.00 |

DONATIONS ARE TO HELP COVER THE COST OF THE
ADDITIONAL UTILITIES USED.

DONATION SCHEDULE
NON-MEMBERS

| | |
|--------------------------------|----------|
| Use of Sanctuary | \$100.00 |
| Use of Fellowship Hall | \$20.00 |
| Use of Christian Family Center | \$40.00 |
| Custodian | |
| Sanctuary | \$50.00 |
| Fellowship Hall | \$50.00 |
| Christian Family Center | \$50.00 |
| (Surcharge after 10 pm) | \$20.00 |
| Tech Engineer | |
| First Hour | \$25.00 |
| Each Hour After That | \$15.00 |

Updated 3-1-19