

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 MAKE ANYONE IN THE CHURCH LEADERSHIP (PASTOR, ASSOC. PASTOR, BOARD CHAIRPERSON, PROPERTY USAGE CHAIRPERSON) AWARE OF THE SITUATION.

Mt. Summit Christian Church



Property Usage Policies

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

Phone: 765-836-4335
E-mail: mscc@msccdisciples.org
Website: msccdisciples.org



Updated 11-11-25

DONATION SCHEDULE - MEMBERS

Use of Sanctuary	\$20.00
Use of Fellowship Hall	\$20.00
Use of Christian Family Center	\$40.00
Use of Nursery or Kitchen	(no fee)

Custodian

Charge for each facility	\$25.00
(custodial fees do apply to Nursery and Kitchen)	

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	\$100.00
Use of Christian Family Center	\$200.00
Use of Nursery	\$25.00
Use of Kitchen	\$25.00

*(no charge for use of the Kitchen if you are only using the counter
spaces and sinks)*

Custodian

Each facility used above	\$50.00
(Surcharge after 10 pm)	\$20.00

Tech Engineer	
Per Hour	\$25.00

Damage Deposit	\$100.00
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IF YOU FAIL TO CLEAN UP AFTER YOUR EVENT OR DAMAGE
ANY PROPERTY, THE CHARGES WILL BE WITHHELD FROM
YOUR DAMAGE DEPOSIT. THE CHARGES WILL BE AT OUR
DISCRETION. YOU WILL BE BILLED IF DAMAGES EXCEED THE
DAMAGE DEPOSIT.

USE OF THE KITCHENS

1. Do not leave any food or drinks after your event. It will be disposed of immediately.
2. If an outside caterer is used, they must use their own equipment.
3. Kitchen floors must be swept and wet-mopped before leaving.
4. Please wash any items you use from the church and put them back where you found them.

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 the provided sand before leaving.
4. Fill the water bucket.
5. Sweep & clean-up shelter house and grounds.

USE OF THE NURSERY

1. Use of the nursery must be approved by the Property Use Committee.
2. An adult must be present in the nursery at all times.
3. Children 5 years and under may use the nursery, with the proper ratio of adult supervision (1 adult per 6 children).
4. Sweep the floors and put all items back in their place. Do not take toys or other items out of the nursery.
5. Please dispose of any used diapers in the outside garbage bins or take them with you.

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 Property 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 Property 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, fundraising activities, for either profit or non-profit organizations, or the selling of merchandise will require board approval.
9. Groups are to use only the areas assigned and are not permitted to wander at will through the building.
10. The Kitchens and Nursery are not to be used without prior permission of the Property Use Committee. If approved, please note the rules for Kitchen & Nursery Use.

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 the floor or tables must be cleared away, and used rooms must be 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 the trash with you.

18. The Church Phones are to be used for 911 calls and church business only.

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, strobe lights, and Mylar balloons may not be used.

21. No food or drink is allowed in the Sanctuary, Welcome Center, Library, or Classrooms without permission of the Property Use Committee.

22. If an emergency arises, any group that is meeting during that time must vacate the premises. If your group is scheduled to meet while an emergency is still active, someone from the church will contact the person listed on the Building Usage Form to let them know their group will be unable to meet at that time because of an emergency.

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 Youth Room may not be used for any reason without Property Usage Committee permission..

2. The sound and video equipment is only available for use by members of the congregation who have specifically been trained in its operation. See the 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 setup 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 the rules if necessary.

NO EQUIPMENT OR FIXTURES MAY BE TAKEN FROM THE PROPERTY.