

# PCCC Facility Use Policies and Procedures

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## **Policy**

The mission of Peters Creek Christian Center is to demonstrate the love of Jesus Christ through serving Chugiak and surrounding communities. Our facilities have been given by God as a resource to serve the immediate needs of the church, and to help us accomplish our community mission. May we never allow this building and these walls to define the boundless love and grace of God!

It is our policy to make our church facilities available to provide a safe and wholesome environment in which community groups may gather when such usage does not conflict with church activities or compromise our values and mission.

\* These policies are subject to revision at the sole discretion of Peters Creek Christian Center at any time.

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## **General Procedures**

- A. No group or organization shall be permitted to charge an admission fee without the written approval of the Office Manager. This restriction does not extend to the receiving of offerings or donations.
- B. No group or organization may use the grounds or facilities of PCCC for commercial activities of any kind without consent.
- C. In order to preserve our tax exempt status, no political action committee/group or partisan political events will be scheduled.
- D. Peters Creek Christian Center is a non-smoking, chemical free and alcohol free facility. Therefore no alcoholic beverages or smoking is allowed on the premises. Anyone under the influence of drugs or alcohol or causes any kind of disruption or distraction, will be asked to leave.
- E. Gambling or any unlawful activity is not permitted in any portion of the facility or grounds.
- F. Groups are to utilize only the rooms originally assigned/approved for the specific event.
- G. Contracts are not assignable. Only groups on contract may use the building.
- H. When individual and/or groups use the facility for a non-PCCC sponsored event, the church telephone number will not be publicized for information pertaining to the event.
- I. Peters Creek Christian Center assumes no responsibility for damage or loss of any merchandise, equipment, clothing or other valuables left on site prior to, during or after the function.
- J. Music may be played. All music must be appropriate with no offensive words or topics.

## **Use of Church Equipment**

- A. Only PCCC approved sound technicians may run sound system or move any sound equipment unless approval is obtained beforehand by a PCCC approved sound technician or PCCC Office Manager.
- B. Use of PCCC's musical instruments/equipment (keyboards, amplifiers, drums, etc.) must have prior authorization and technical fee paid.
- C. Church-owned equipment or fixtures will not be loaned or removed from the premises, except during a church sponsored activity. Exceptions must be approved by the PCCC Office Manager.
- D. All equipment used or moved must be cleaned and returned to its original or storage place. Tables and chairs must be returned to their rooms. Lift and carry (PLEASE DO NOT DRAG) tables, chairs, and equipment across all floors. (Have same people take down and set up so they can write down where everything is located to assure proper placement after the event.)

**Representative Initials:** \_\_\_\_\_

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## **Care of Facilities**

- A. No activities will be permitted which are harmful to health, life, or property. Doors and exit signs must remain clear of decorations and furniture at all times. Please, no standing or sitting on tables; no standing on chairs.
- B. Only adhesive-type putty or 3M removable adhesives may be used to secure decorations, notices, signs, or printed material. Penetrating objects, i.e. pins or tacks (NO STAPLES) may only be used on carpeted walls in Gym and not on any other walls or woodwork. Only carpet tape (NO DUCT TAPE!) may be used on the carpeted areas.
- C. Take down of displays, decorations, etc. must be done immediately after the event. Set up and clean-up is the responsibility of the user.
- D. All recreational use of balls, etc. will be confined to the Gym and used only as they are intended. No intentional kicking balls at light fixtures and other ceiling fixtures. Only PCCC approved balls will be used inside Gym.
- E. Notices, signs, or other printed material displayed within the facility must receive prior approval by the Office Manager.
- F. Any food or beverages used in individual rooms are to be immediately cleaned up by the group using the rooms as soon as the meeting/event is concluded. To protect carpet from stains, no food or beverage containing red dye may be served in the carpeted areas.
- G. In all instances, the facilities are to be left in equal or better condition than they were found. User will forfeit deposit and/or privilege of future facility use if facilities are misused or inadequately cleaned. Damages beyond normal wear will be charged to the group. The renter shall be responsible for any damage exceeding the amount of the damage deposit, plus reasonable costs of collection, including attorney's fees, if necessary to collect same.

## **Supervision**

- A. Children are to be supervised at all times with their safety and the safety of others as a highest priority. Children are not permitted to run in the building except in supervised activities. The following supervision ratios must be observed for children up thru 6th grade or age 12;
  - a. Infant - 6:2
  - b. Toddler - 10:2
  - c. Preschool - 8:1
  - d. Elementary - 12:1
- B. A minimum of 2 supervisors are required at all times; 1 adult age 18 or older and 1 youth age 14 or older. Additional supervisors must be age 14 or older.
- C. No unsupervised children under the age of 16 will be permitted on the premises.
- D. Children are permitted only in approved rooms.

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### **Child care**

- A. Access to the church's child care facilities (infant, toddler, nursery areas) requires permission and/or supervision by an individual designated by the church.

### **Kitchen Use**

- A. All users must have permission to use Kitchen facilities and have paid rental fee.
- B. Children are not permitted in the kitchen area unless they are actively involved with food preparation under adult supervision.
- C. Any food placed in refrigerator must be marked with the user's name and removed after the event.
- D. The microwave ovens and stoves/ovens in the kitchen may be used to heat food brought by group participants. Please do not leave cooking food unattended at any time and be sure ovens and burners are turned off when not in use.
- E. Food and paper products that are stored in the kitchen area for use by Peters Creek Christian Center and is not to be consumed by the members of the group.
- F. DEEP-FAT FRYING IS PROHIBITED!
- G. Report any damage to the kitchen facilities or non-functioning items or equipment to the PCCC Office Manager.
- H. Kitchen shall be cleaned following the event.
- Clean and return all kitchenware to its original storage area.
  - Clean microwaves, stoves, etc. if used and verify that they are off.
  - Wash all countertops and sink area with soap and water.
  - Do not leave any items in or around sink area.
  - Empty all trash containers to outside dumpster at the far end of the parking lot and replace liners.
  - Sweep floors and mop if necessary.
  - Soiled kitchen towels and cleaning rags should be taken home, washed, and returned in a timely manner.

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## **PCCC CLEAN-UP CHECKLIST**

- Take down all displays, decorations, etc.
- Store all balls, recreational items, etc.
- Wash tables and put tables & chairs in their original storage area.
- Sweep floors, mop/spot-mop if necessary.
- Empty all trash containers to outside dumpster at the far end of the parking lot and replace liners.
- Turn off all lights

If kitchen was used, please refer to the "Kitchen Use" section of the policy or the sign posted in the kitchen for kitchen clean-up.

In all instances, the facilities are to be left in equal or better condition than they were found.

Thank You!

**Representative Initials:** \_\_\_\_\_

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## PCCC Facility Use Policies and Procedures

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### **Scheduling and Fees**

- A. Requests (for events other than weddings) received more than three calendar months in advance will receive a tentative reservation. PCCC reserves the right to cancel or reschedule an event scheduled more than three (3) months in advance.
- B. Upon notification that the request has been approved and confirmed, users must pay a security/damage deposit and 50% of the rent.
  - Groups regularly using facilities must establish a payment schedule with the PCCC Office Manager. The contract will be renegotiated annually.
  - Fees will be submitted by check payable to Peters Creek Christian Center, with the name of the user group indicated on the check.
  - Security/Damage Deposits will be fully refunded if the event is cancelled by the user at least two weeks prior to the event. There will NOT be a refund if the event is cancelled less than two weeks prior to the event.
  - Any user caused damage to the building or equipment will result in the security/damage deposit NOT being refunded.
- E. All events must conclude by 10:00 PM or coordinated with the PCCC Office Manager. The event must be over, the facility vacated, and all clean-up completed by this time so as not to disturb those that reside on church property. If the event runs beyond this time, the user will be charged a \$75.00 fee.
- F. Peters Creek Christian Center reserves the right to cancel or reschedule any event in case of an unforeseen need.
- G. Wedding policies and procedures are covered separately.
- H. Fees owed 30 days passed the invoice date will be considered late, and may result in termination of contract and loss of security/damage deposit.

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## **Building Lock-up and Security**

- A. The building will be locked at 10:00 PM unless coordinated with the PCCC Office Manager.
- B. The individual signing the Facility Use Form shall be responsible for ensuring that the building is secured during and following the event, and for coordinating with a PCCC Office Manager regarding the security of the building and setting of the alarm.
- C. Lock-up/Security procedures are as follows:
  - Ensure all appliances in the kitchen are in the OFF position.
  - Ensure there is no water running in restroom sinks and toilets or in kitchen.
  - Ensure that everyone is out of the building.
  - Ensure all windows are tightly shut and locked.
  - Turn off all lights & fans.
  - Ensure all interior doors that should be secured are locked.
  - Ensure all exterior doors are locked and shut tightly.

## **Damage of Facility**

Should a user group cause, by accident or otherwise, damage to the facility, they will be liable for all repairs needed.

**Representative Initial** \_\_\_\_\_

# PCCC Facility Use Form

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Organization or Group Name: \_\_\_\_\_

Representative (Person Responsible): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Description of Event/Activity: \_\_\_\_\_

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Anticipated # of Participants: Adults \_\_\_\_\_ Children under 18 \_\_\_\_\_

Frequency of Event: One-time \_\_\_ Daily \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Event End Time \_\_\_\_\_

### **Indemnification and Hold Harmless Clause:**

I, the undersigned, on my own behalf and on the behalf of the above-mentioned group or organization, do hereby agree to defend, indemnify and hold harmless Peters Creek Christian Center, it's Pastors, Leadership Team, employees, volunteers and agents from and against any and all loss, damage, liability, cost, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this agreement or from the use or occupation of the building, church facilities, church equipment, or church property relating to this agreement.

***I have read and agree to follow the instructions and guidelines of the Facility Use Policies and Procedures and acknowledge the Indemnification and Hold Harmless Clause.***

**Signature of Representative** \_\_\_\_\_ Date \_\_\_\_\_



# PCCC Facility Use Form

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## Fee Schedule

**Refundable Security/Damage Deposit** ----- \$ 200.00 flat fee  
**Main Auditorium** (includes use of foyer/upstairs bathrooms) ----- \$ 300.00per day  
 (For weddings - also includes a three-hour rehearsal)  
**Gym** (includes use of gym bathrooms)----- \$ 300.00 per day  
 (For weddings - includes decorating time to be coordinated with PCCC Office  
 Manager). Rental by the hour is \$30.00 per hour.  
 Community sports organizations with regular use ----- \$ 30.00 per hour  
**Kitchen** ----- \$ 50.00per day  
**Downstairs Multi-Purpose Room** ----- \$ 100.00per day  
 Or \$25.00 per hour - minimum 2 hrs.  
**Classrooms** - Upon approval of PCCC Office Manager  
**Sound Technician** (if available) ----- \$ 25.00 per hour  
 (Minimum of three hours for wedding & rehearsal)  
**Projectionist** (if available) ----- \$ 25.00 per hour  
 (Minimum of three hours for wedding & rehearsal)

### Use Fees & Payment Schedule Approval / Office Use Only

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 Date Received: \_\_\_\_\_

PCCC Representative: \_\_\_\_\_

Approved Rooms/Services:	Fees Accessed:
Main Auditorium	_____
Gym	_____
Kitchen	_____
Downstairs Multi-Purpose Room	_____
Classrooms	_____
Sound Technician	_____
Projectionist	_____
<b>Refundable Security/Damage Deposit</b>	<b><u>\$ 200.00</u></b>
Other _____	
<b>TOTAL FEES</b>	<b>_____</b>

**Date Payment Received:**      **Payment** \_\_\_\_\_

**Payment schedule:** \_\_\_\_ Monthly (due 30 days past date of invoice)  
 \_\_\_\_ Other \_\_\_\_\_

**Failure to pay on schedule could result in termination of contract and loss of security/damage deposit.**

***User agrees to the Approved Use, Fees, & Payment Schedule***

**Signature of Representative** \_\_\_\_\_ **Date** \_\_\_\_\_