



## Facility Use Policies

### Church Office Hours

Monday-Thursday  
9:00 AM- 4:00 PM

#### **Bookings/Primary Contact:**

[lana@yourcentral.org](mailto:lana@yourcentral.org)

812-683-2671

#### **Evenings and Weekends:**

[lana@yourcentral.org](mailto:lana@yourcentral.org)

812-631-2776

Central Christian Church makes its facilities available to church ministries, members, and community groups for the purpose of ministry, fellowship, outreach, and service. All events held in Central facilities should support and reflect the mission of Central Christian Church:

**To connect to God and others, grow in Christ and fellowship, and serve the Lord with joy!**

Central's building is a part of the overall ministry of the church and is an instrument to be used to fulfill that mission. We seek to use our facilities in ways to help people encounter Christ, build meaningful relationships, grow in their faith, and joyfully serve others.

Scheduled meetings and events of Central Christian Church take precedence over all other meetings and activities. All events, both church-related and non-church-must be scheduled through the church office. The church, through its elders and Lead Pastor, reserves the right to determine whether a group or individual may use Central's facilities.

Approval is required for all non-church groups or individuals wishing to use the facilities. This approval applies regardless of whether the sponsoring person or group is a member of Central. All activities must align with the mission, values, and purpose of Central Christian Church.

Additional use of the facilities increases wear, utility costs, and maintenance needs. Therefore, guidelines and any applicable fees are established for all groups that use Central's building and property.

Each application for facility use is reviewed on a case-by-case basis. Central Christian Church reserves the right to deny any request for any reason.

### **WHO MAY USE CENTRAL'S FACILITIES (In order of Priority).**

1. **Central Christian Church Ministries**-Groups and activities that are part of the ministry of Central, including worship services, Sunday School, Bible studies, youth and children's ministries, leadership meeting, outreach events, and ministry teams.
2. **Groups sponsored by an organized ministry of Central**- Community or outreach groups that are hosted, led, or sponsored by a ministry team or leadership team of Central Christian Church and that directly support the church's mission.
3. **Outside Activities led by a member of Central**- Events or groups that are not official church ministries but are led or organized by an active member of Central Christian Church. The sponsoring member is responsible for the activity and must ensure that aligns with the church's mission, values, and facility guidelines.
4. **Members of Central Christian Church**- Individual members or families of Central Christian Church who wish to use the facilities for personal events such as weddings, showers, receptions, birthday parties, family reunions, or other gatherings that are appropriate and consistent with the purpose and witness of the church.
5. **Community and other Non-Profit Groups**- Non-Profit or community organizations, and in some cases other outside groups or individuals, whose activities are compatible with the mission and values of Central Christian and are approved by church leadership.

## **FACILITY USE IS PROHIBITED BY:**

1. **For Profit Organizations or Activities**- Any business, commercial enterprise, or activity intended to generate private profit, including sales events, marketing, paid trainings, or promotional events.
2. **Political Organizations or Activities**- Any political party, campaign, candidate, advocacy group, or political event, including rallies, fundraising events, meetings, or promotional activities.

## **PROCEDURES AND GUIDELINES FOR FACILITY USE:**

1. **Application Required**- All groups and individuals must complete a Facility Use Application, available through the church office or on our website. All forms, along with any required deposits or fees, must be submitted within a reasonable amount of time prior to the event. Fees will be refunded if facilities become unavailable or if a reservation is canceled more than 24 hours before the scheduled event.
2. **Long-Term or Repeated Use**- Long-term or repeated use of Central's facilities is subject to review every six (6) months. Central Christian Church reserves the right to discontinue facility use at any time.
3. **Mission and Values Alignment**- Any activity that conflicts with the beliefs, mission, or values of Central Christian Church will not be permitted in Central Facilities. Use of the building will not be granted to any organization or group that operates in opposition to the church's purpose to connect, grow, and serve.
4. **Adult Supervision**- Groups making reservations must provide at least one responsible adult (21 years of age or older) for every ten (10) participants. The sponsoring adult is responsible for the conduct, safety, and appropriate behavior of all participants.
5. **Not-For Profit Use**- All events held in Central facilities must be not-for-profit in nature and consistent with the church's mission and policies.
6. **Worship Equipment and Instruments**- Musical instruments, sound equipment, and worship-related items belonging to Central may not be moved or used without approval From Central Christian Church.

7. **Temperature Control Devices**- Thermostats and temperature control systems in Central Christian Church facilities MAY NOT be adjusted, moved, or operated by anyone outside of Central Christian Church ministerial staff or leadership team.
8. **Priority of Church Ministries**- Central Christian Church ministries have first priority in the use of all facilities. Church staff may reschedule or remove any other reservation with at least one month's notice. In such cases, any applicable deposits will be refunded.
9. **Music Approval**- All music used at events held at Central's facilities must be approved by Central's ministerial staff.
10. **Agreement to Guidelines**- All persons or groups wishing to use Central Christian Church facilities must agree to follow the guidelines, expectations, and any applicable fees outlined in this policy.

#### **GENERAL INFORMATION:**

1. **Smoking and Vaping**- Smoking, vaping, or the use of any tobacco or nicotine products is prohibited inside all Central Christian Church buildings.
2. **Alcohol, Drugs, and Weapons**- The possession or use of alcoholic beverages, illegal drugs, or illegally possessed firearms is prohibited on all Central Christian Church property, including buildings and parking areas.
3. **Food and Drink**- Food and beverages are restricted to designated areas only. No food or drink is permitted inside the Sanctuary unless approved by Church staff.
4. **Behavior and Supervision**- Horseplay, rough activity, or unsafe behavior is not permitted anywhere on the property. Groups must remain inside the facilities and may not loiter in parking lots or outside areas.
5. **Animals**- Animals are not permitted inside church facilities, with the exception of registered animals.
6. **Liability**- Central Christian Church is not responsible for loss, theft, damage, or injury to persons or personal property while on church property. Activity participation form will be required to be filled out if using Gym for physical activity.

7. **Building Use and Decorations-** Nothing may be nailed, screwed, taped, or attached to any wall, door, or surface without prior approval from Central's ministerial staff. No alterations may be made to any space without approval.
8. **Damage to Property-** Groups using Central Facilities are responsible for any damage to church property or equipment that occurs during their use. The cost of repairs or replacement will be charged to the responsible group.

**Central Christian Church elders and lead pastor reserve the right to deny or revoke facility use for any person or group that does not follow these policies in full.**

ROOMS	FIRST 4 HOURS	ADDITIONAL HOUR RATE
GYM	\$150	\$50
CLASSROOM (ANY)	\$50	\$10
SANCTUARY (WEDDINGS)	\$500 (FLAT RATE)	N/A
SANCTUARY (OTHER)	\$100	\$50
PERSONAL FEE	ONE TIME FEE	
CUSTODIAN	TBD	
SOUND TECHNICIAN*	\$50	
REQUIRED DEPOSIT	ONE TIME FEE	
DAMAGE DEPOSIT**	\$50	

\* Required for weddings

\*\* Damage deposits are refundable, pending facility inspection after the event.