

The HUB Statement of Policy

The HUB is dedicated to the honor and glory of God and is to be respected as such at all times. The use of it is limited to wholesome, Godly activities and functions compatible with sound biblical teachings. All activities are to be properly chaperoned and conducted in a manner honorable to God and in harmony with our faith, doctrine, and church practices.

Reservations

First priority will be given to functions officially sponsored by the Bloomington Apostolic Christian Church and events (weddings, wedding receptions, and private events) in which one of the responsible individuals or their parents attend the Bloomington Church. Reservations will be honored on a first come, first served basis.

Second Priority will be given to all other functions where the responsible individuals or their parents attend another Apostolic Christian Church. Reservations for these categories will be accepted on a tentative basis, to be confirmed 90 days before the desired date if there are no requests in the meantime for uses given first priority as described above.

The HUB is not available for rental to the public. It is available for private use only for the Apostolic Christian Church, its members, and their families.

Approved Uses of the HUB

Church sponsored activities such as:

- Weddings and/or wedding receptions
- Sunday School and ACYF activities
- REACH activities
- Wedding and baby showers
- Choir practice and activities
- Worship nights
- Harvest Call activities
- Sewing groups
- Benefit dinners

Private events such as:

- Reunions
- Wedding and baby showers
- Family gatherings/holidays
- Visitations

Private parties reserving the facility for holidays or associated days one year will not be allowed to reserve that holiday or associated days more than ninety days in advance of those days the following year.

Rental Fees

All events need to be reserved prior to use of the HUB. Please contact Shelley Steffen for scheduling: (309) 838-4878, thesteffenz@gmail.com. Approved church events are not charged a rental fee but still need to be reserved on the calendar.

<u>Private Event Rental</u>	<u>Bloomington</u>	<u>Others</u>
Half day - 4 hours or less	\$75	\$100
Full day	150	200
Wedding and/or Reception – 2 days	250	300
Wedding and/or Reception – extra day set-up	50	50
Open gym recreation - 2 hours	15	50

All rental fees should be paid by the time of your event. Payment may be made online at www.bnacchurch.org/give. Checks should be made out to Bloomington Apostolic Christian Church and can be placed in the donation box at church or mailed to Bloomington Apostolic Christian Church, ATTN: Church Treasurer, PO Box 915, Bloomington, IL 61702.

General Rules and Regulations

1. No smoking inside or outside the building.
2. No alcohol or drugs in the building or grounds.
3. No gambling.
4. No dancing.
5. Profanity and offensive language are not allowed.
6. All music is to be God honoring.
7. No functions except those directly connected with the church shall be permitted during times of church services.
8. Parents with children (high school and younger) maintain the responsibility of properly supervising their conduct and safety at all times during the use of the building and grounds.
9. Do not attach anything to walls, ceilings, fixtures, or doors without pre approval.
10. Do not borrow or remove any items from the HUB. All property such as kitchen items, tables, and chairs should remain in the building at all times.
11. No furniture is to be moved between the HUB and the church building.
12. Acts of misconduct should be reported to the Trustees.
13. Weddings at the HUB are to be performed only by our Apostolic Christian elders or ordained leadership. For further wedding and/or reception guidelines please consult with the Bloomington Elder.

Housekeeping

1. The parties using the HUB are responsible for providing the manpower to perform setup and cleanup for their event.
2. Food and drinks will not be stored at the HUB prior to an event unless given permission by a Trustee or the building scheduler.
3. Cleanliness reflects Godliness. Follow the cleaning checklist to make sure all areas are covered after use.
4. All food, drinks, and decor should be removed from the building following an event.
5. The building and grounds must be restored to their former condition prior to leaving.
6. Any damage to the building or property within the building should be reported.

Maintenance and Expenditures of the HUB

The operation of the HUB will be conducted by the church Trustees. Maintenance provisions and disbursements will be directed by the Trustees which will be funded by donations and rental fees. Memorial contributions may be made in memory of a loved one.

This Statement of Policy may be changed as seen fit by the Elder, Ministers, and the church Trustees.

Policy revised 05/20/2026