



8145 Night High Street • Columbus, Ohio 43235
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www.worthingtoncc.org

Property Use Policy

Statement of Policy:

Worthington Christian Church is a Christ-centered community that attracts, nurtures, and equips individuals to love, serve and worship God. The purpose of the Property Use Policy is to enhance security and to protect the safety, health and welfare of all who visit. Worthington Christian Church desires to be a good steward of the resources that Christ has entrusted to us.

Procedures:

1.0 ELIGIBILITY

- .01 The programs and activities of special groups requesting building usage must be consistent with Worthington Christian Church's statement of purpose and ministry philosophy. It is to be understood that the facilities and equipment of Worthington Christian Church exist for the primary purpose and exclusive use of its members through its ministries.
- .02 Regularly scheduled church meetings and activities of Worthington Christian Church will have first priority in the use of its facilities. Other church related meetings and functions would have second priority. Groups outside the church which are non-profit or ministry related in nature may use the facilities when they are not already scheduled for use by a church function, and the purpose is ministry related.
- .03 WCC may allow any organization to use its facilities that is recognized by the IRS as exempt from income tax and described in Section 501(c)(3) of the Internal Revenue Code. A copy of that organization's determination letter will be provided to WCC with the application. The facilities may also be used for purposes that further WCC's religious, educational or charitable activities.
- .04 Facilities are not available to outside groups or church members for fund raising or for profit making activities.
- .05 Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- .06 Activities and programs are limited to the space that is assigned. Assignments will be based on security and energy considerations, as well as space needs.
- .07 A Certificate of Insurance must be provided by all outside groups to Worthington Christian Church for the purpose of covering liability and property damage or accidents that might occur on church property.

2.0 RESERVATIONS

- .01 A Property Reservation Agreement must be completed by all outside groups and submitted to the Administrator's office.
- .02 All usage fees are to be paid through the Administrator's office. A reservation fee of 50% of the total estimated usage fee is due when the request is submitted. The balance must be paid no less than two weeks before the date of the usage. There is a 15% non-refundable cancellation fee.
- .03 All use of the facilities must be reserved through the Administrator's office, who will place the event on the official church calendar.

3.0 GENERAL GUIDELINES

- .01 The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.
- .02 When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
- .03 Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
- .04 All coffee beverages must be served with lids.
- .05 No roller blades, scooters, skates or skateboards are allowed on church property
- .06 Weapons, firearms, and other dangerous items, are not permitted on the church property.
- .07 The building will be available during normal office hours of 8:00 AM to 4:30 PM. The building is not available for early morning meetings before 8:00 AM. After-hours use requires that arrangements be made for a staff member or custodian to be present.
- .08 Nothing will be adhered to the walls, windows or furniture without express permission.
- .09 Sign up tables will be allowed in four locations only. These locations are outside the main conference room, in the atrium, across from the Children's Welcome Center, and in the hall across from room 135. Arrangements to reserve these spaces must be made with the Administrator.
- .10 When in the building on weekdays from 8:00 AM to 4:30 PM, all present must sign in and out through the church office.
- .11 The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done exclusively by WCC personnel to prevent damage to the building, furniture and equipment.
- .12 The person(s) or organization(s) making application for use of church facilities shall agree to indemnify the church for any damage to church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Property Reservation Agreement of Facilities. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement and/or labor costs.
- .13 The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- .14 If the sound system or the screens in the Worship Center are used, only Worthington Christian Church personnel may run them.
- .15 No person(s) or organization(s) shall pay the custodial fee personally, as custodial charges are part of the user fees.
- .16 Events may not be scheduled after 4:00 PM on Saturday without express permission, due to the time it takes to ready the building for Sunday morning use.
- .17 Events must be scheduled so the last person is out of the building by 9:00 PM.

4.0 FEE SCHEDULE

- .01 For the use of a meeting room for one day, the fee is \$75.00.
- .02 For the use of the Worship Center, the fee is \$250.00 for non-members, \$100.00 for members.
- .03 For the use of the Family Life Center, the fee is \$250.00 for non-members, \$100.00 for members.
- .04 For the use of the Kitchen for one day, the fee is \$75.00.
- .05 For the use of a sound/screen technician, the fee is \$75.00.

5.0 GUIDELINES FOR USE OF KITCHEN

- .01 The primary use of the kitchen will be for church-wide functions. The kitchen is to be kept locked at all other times.
- .02 People using the kitchen will be required to comply with the following procedures:
 - Read instructions carefully before using dishwasher.
 - Clean, dry and put away all dishes and utensils.
 - Wash all counter tops and work areas with soap.
 - Do not leave leftovers in the refrigerator.
 - Floors must be swept and mopped.
 - Groups are not allowed to use items in food pantry or freezer.
 - Check stove, oven and other appliances to make sure they are turned off.
 - Lock all doors and turn out all lights when leaving.
- .04 Groups and responsible individuals are expected to leave the food service area cleaner than they found it. Staples and consumables must be accounted for and replaced. Trash is not to be left in the kitchen overnight. Please take it to the dumpster.
- .05 At no time shall minors be left alone in the kitchen area. Adult supervision is required for all children and youth functions.
- .06 No red punch is allowed anywhere in the building.

6.0 GUIDELINES FOR USE OF FURNITURE AND EQUIPMENT

- .01 It is the policy of Worthington Christian Church that furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions. Furniture and equipment used away from the building for ministry functions must be scheduled and checked out. The requesting individual assumes full responsibility for security, maintenance and return of the items. This individual also assumes full responsibility for the cost of damage repair or replacement.
- .02 No furniture or equipment will be used off-campus on Sunday.

PROPERTY RESERVATION AGREEMENT

Worthington Christian Church • 8145 North High Street • Columbus, Ohio 43235 • 614-885-8389

Event Date: _____ Event/Group Name: _____

Contact Person: _____

Phone #: _____ (home) _____ (work or cell)

Email: _____

Address: _____

Event Description: _____

One Time event: _____ Ongoing: _____ (What days of the week? Su. Mo. Tu. We. Th. Fr. Sa.)

Ongoing Event Starting Date: _____ Ending Date: _____

Weekly Monthly Other: _____

Location/Room(s) — Please Indicate Your Preference:

- | | | |
|---|--|---|
| <input type="checkbox"/> Adult Classrooms | <input type="checkbox"/> Education Wing Classrooms | <input type="checkbox"/> Connections Cafe |
| <input type="checkbox"/> Family Life Center | <input type="checkbox"/> Worship Center | <input type="checkbox"/> Atrium |
| <input type="checkbox"/> Fireside (near Atrium) | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other |

Are you serving: Food Drinks

Room Set Up — Please be specific:

How many tables will you need? _____ Table Preference: rectangular round

How many chairs will you need? _____

Is the room okay as is? Yes No

Do you need the room set up? Yes No (if yes, please draw set up on a separate form)

Equipment — Please Indicate Your Needs:

- | | | |
|---|---|---|
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> TV/DVD | <input type="checkbox"/> Microphones/Amplification* |
| <input type="checkbox"/> Easel | <input type="checkbox"/> CD/Cassette Player | |

Additional Requests: _____

Childcare:

Is a separate room needed for childcare? Yes No

If childcare is necessary, how many children are anticipated? _____

Name(s) of supervising adults: _____

Children under 12 must be supervised by an adult at all times.

Deposit & Fees:

Rental Fee: \$ _____

Sound Technician Fee: \$ _____

Candelabra Fee: \$ _____

Total: \$ _____

Deposit Sent: \$ _____

I have read, and my group will comply with, the Property Use Policy adopted by the leadership of Worthington Christian Church.

I hereby agree to assume any and all risk and liabilities incidental to the user's use of the Worthington Christian Church facilities. I agree to indemnify, defend and hold the Worthington Christian Church, its trustees, directors, officers, staff, ministers and employees harmless from and against any claim, demand and liability for any injury, death of any person, or property damage; acknowledge and understand that no medical insurance is maintained by the Worthington Christian Church, such insurance being the sole responsibility of each user.

I am over eighteen (18) years of age and legally competent to execute this release; and before signing this release I am fully informed of its contents and meaning and have executed it with full knowledge thereof.

(Signature of legally responsible individual representative)

(Date)

This form must be turned in to Terri Gallahue, Administrator, along with the fees as outlined in the Property Use Policy. A current Certificate of Insurance should also be submitted, if applicable.

If you have any questions, please contact her at 614-885-8389 during office hours, Monday through Friday, 8:00 AM to 4:30 PM, or via email at tgallahue@worthingtoncc.org.