

## PROCEDURES AND POLICIES REGARDING RESERVATION AND USE OF THE BUILDING

We of Disciples Christian Church built this building and dedicated it to God for the service of our fellow man. Just as we believe that His grace and forgiveness are given to all His children without cost, we believe that this building should be available to all His children in this community without cost. We, the members of this church, accept the responsibility for maintaining the building out of gratitude for what God has done for us. If, however, an outside group using the building wants to show their gratitude through a donation to help defray expenses, the gift would be appreciated.

Procedures for reserving and using the building are as follows:

1. The church property and facilities will be available for all activities of Disciples Christian Church and its organizations. Rooms may be reserved through the church office.
2. With the unanimous approval of the Minister, the President of the General Board, and the Chairperson of the Stewardship Commission, any of whom shall have the privilege of requiring referral to the General Board, the church property and facilities will be made available to other non-profit organizations. (Non-profit organizations will not charge admission to their functions.) Other organizations will be granted use subject to the approval of the General Board.
3. The area of the building desired will be reserved through the church office, and organizations will use only the area reserved. Infant and children's rooms will not be used except when they have been specifically reserved and an attendant is present.
4. The responsible person in the group will obtain the key in advance by coming to the church office and signing for it with their name and telephone number, and receiving this policy statement.
5. There will be no serving or consumption of alcoholic beverages or narcotic drugs either in the building or on the premises.
6. Smoking is not permitted in the building.
7. Before leaving we ask the responsible person to observe the following guidelines:
  - a. Check that all doors and windows are locked after use. (For security reasons, use heating, air-conditioning units instead of allowing unscreened doors and windows to be opened.)
  - b. Turn off all lights.
  - c. Restore the room or site to the same state of cleanliness and arrangement as it was when found.
  - d. Remove or store in the appropriate place all supplies. (No storage space is provided for non-church groups.)
  - e. Return the key to the church office after use.

It should be understood that violation of the above rules will jeopardize future use of the building by the group.