

Building Use Policy

Hiram Christian Church (Disciples of Christ)

The primary purpose of the Hiram Christian Church (Disciples of Christ) (HCC) building is to provide a space for the spiritual, civic, educational, social, and cultural needs of the community.

As a community service, HCC makes the church sanctuary, fellowship hall, parking lot, grounds, and education building (hereafter referred to as “facilities”) available when they are not being used for church sponsored activities. HCC reserves the right to cancel scheduled events of non-HCC groups or to substitute rooms due to church programs, giving as much notice whenever possible.

Eligibility

Community, not-for-profit groups, or organizations engaged in spiritual, civic, educational, social, cultural, or welfare activities may use the facilities, subject to availability. The Church Board reserves the right to request proof of 501(c)3 status.

For-profit local businesses and commercial groups may also use the facilities for meetings. The facilities may not be used as a place of business or for the sale or promotion of products or services, except in conjunction with a church sponsored program.

Individuals may use the facilities for private parties and events and services.

Publicity

The use of the facilities by any non-church organization shall not be publicized in such a manner as to imply Hiram Christian Church sponsorship unless the church is co-sponsoring the event.

Church Building Rental Hours

The facilities are available when they are not being used for regularly scheduled or special church events.

Scheduled meeting times must allow for set-up and clean-up. The buildings are locked when meetings are not in session.

Reservations

Reservations will be accepted up to one year in advance.

Hiram area community groups who make regular, monthly or weekly use of the facilities as their meeting place may reserve the facility for an entire year at a time to facilitate their program schedule.

Reservations with the completed application form must be made a minimum of 48 hours prior to the reservation date. All reservations are handled by the Church Administrative Assistant, with approval from the Stewards Team.

Cancellation

Cancellation notice must be given at least 48 hours in advance. Failure to give notice may jeopardize future bookings. Repeated cancellations may result in future applications being denied

Spaces and Capacities

Groups must comply with the fire marshal's limits:

Sanctuary

The sanctuary can comfortably seat **150 people** (including the balcony). The chancel is equipped with audio/video equipment, which may be utilized upon request. The sanctuary is well-suited to host concerts, lectures, and presentations.

Fellowship Hall

The fellowship hall can comfortably seat **75 people** and is equipped with chairs and tables. The fellowship hall also includes an adjacent room with sofas suited for small group gatherings or to be utilized as a break-out room.

Kitchen

The kitchen includes a commercial grade oven and stove, cooking equipment, and two sinks for washing and cleaning. This room is adjacent to the fellowship hall and features a pass-through window for convenient serving. The kitchen provides access to a refrigerator, dishwasher, stove, oven, coffee pots, and sink. Pots and pans; cooking utensils; serving plates, bowls, and utensils; plates, bowls, cups, and silverware; and cleaning supplies are provided by the church. Disposable plates, cups, and utensils purchased by the church may not be used and must be provided. In keeping with the church board's commitment to environmental stewardship, groups are encouraged to keep use of disposable materials to a minimum and to use recycled, recyclable, or

biodegradable options. Groups are discouraged from using Styrofoam plates and cups.

Education Building

The education building features four classrooms (two that can be unified), one with a kitchenette, and a great room equipped with a couch. The building is well-appointed to be utilized by children's groups and clubs, yet can be prepared by the user for most groups.

Conditions of Use

1. Each group is responsible for maintaining orderly conduct of the meeting. The facilities must be vacated at the ending time specified in the reservation. When circumstances so require, a church representative may terminate a meeting in progress.
2. Each group using the facilities will be responsible for setting up according to its own needs. All spaces must be left in the condition in which they were found unless other instructions are given. Tables and chairs are provided by the church. All items must then be returned to the designated spots after the meeting. Users must wipe tables, chairs, sinks and counters clean as needed. Trash and recycling receptacles are available. Groups will be assessed the cost of any necessary repairs or extensive cleanup, minimum being a \$20 cleanup fee.
3. No nails, tacks, scotch tape or other affixing agent may be used on walls, ceilings, floor, windows, doors, or furniture. Any modification of any space or installation of decoration or visual materials on walls or ceilings with tape, pins or other items that would result in damage to interior finishes is strictly prohibited. Activities or craft materials that could possibly damage tables or flooring are not allowed.
4. As per the contract with the church organist, the church organist has first right of refusal to play for all services and should be engaged directly and via a separate contract. In addition, use of the organ is permitted only with the permission of the church organist.
5. Arrangements to use the church's audiovisual equipment must be made at the time of booking.
6. Groups are responsible for any loss or damage to church property. The signer of the agreement must be an adult (18 years of age) and is responsible for the orderly conduct of the group; and in the event of any damage to church property/equipment, that individual will be liable.

7. Minors (under 18 years of age) are not permitted to use the church without adult supervision, and there must be at least one adult (18 years of age) for every ten (10) minors. Young children accompanying adult users of the facilities shall not be left unattended at any time on the property.
8. Groups wishing to have alcoholic beverages must submit a request to the Board for approval at least 2 weeks in advance of the event.
9. Storage of equipment and/or supplies is not permitted in the facilities.
10. HCC assumes no liability and the organization releases and holds HCC harmless from any claims, actions or liabilities arising, directly or indirectly, from the organization's use of the facilities, including without limitation, injuries to any person using the facilities from any food served and activities conducted, or damage to or loss of property belonging to individuals or groups using the facilities. All groups must read and abide by the Church's Safe Conduct Policy. The church Board reserves the right to withdraw permission for use when conditions warrant such action. Groups that use the facilities regularly may be asked to provide proof of liability insurance.
11. Use of the facilities will not be denied to any organization or individual on the basis of race, national origin, gender, sexual orientation, religion, age or handicapped status. Organizations or individuals using the facilities may not deny participation in any event on the basis of race, national origin, gender, sexual orientation, religion, age or handicapped status.
12. The HCC Board reserves the right to amend this policy at any time. This policy will be reviewed on a regular basis.

Fees

Fees are not designed to make a profit, but to allow the church to reasonably recover costs incurred as the building is used. Hiram College student groups and groups meeting specifically to provide recovery support, work on service or mission projects, or offer other social services are encouraged to donate as they can. If the fee is out of reach for a group, a representative may contact the Pastor to discuss options.

Fees must be received by the Administrative Assistant no less than 48 hours before the event. Additional for plow service must be paid within 2 weeks of the event. Cash or check only.

Sanctuary Use (includes parking): \$250 for single day event and \$500 for a wedding (includes rehearsal); includes set up time if necessary. Plow service, if needed, is additional (TBD).

Fellowship Hall Use (includes parking and kitchen use): \$25 for up to 2 hours, additional \$10 per hour with maximum of \$75 per day. Plow service, if needed, is additional (TBD).

Education Building Use (includes parking and kitchenette use): \$25 for up to 2 hours for one room, additional \$10 per hour with maximum of \$75 per day; \$50 for up to 2 hours for whole building, extra \$10 per hour with maximum of \$100 per day. Plow service, if needed, is additional (TBD).

Parking Lot Use (no building access): \$50 per use for no-plow; \$50 per use plus plow service TBD if needed.

To Make a Reservation

Read the HCC Building Use Policy and Procedures and the HCC Safe Conduct Policy. Fill out the HCC Reservation Request Form and sign it. Return the completed request form to HCC to the attention of the Administrative Assistant.

A new application is required for each reservation.

Meeting room times may not be “saved” before a completed reservation form is approved. A meeting room reservation is not completed until the reservation is approved by the Administrative Assistant.

HCC reserves the right to cancel a reservation due to weather, public utility failure, facility emergency or other just cause. Notification of said cancellation will be given to the group via telephone as soon as possible.

HCC RESERVATION REQUEST FORM

Application Date: _____

CONTACT INFORMATION

Applicant's Name: _____

Organization (if applicable): _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

EVENT INFORMATION

Date of Event: _____ Start Time: _____ End Time: _____

Is this a recurring event? No Yes, frequency: _____

Purpose of Event: _____

Expected Attendance: _____

FACILITY NEEDS and FEES

Sanctuary Use single day event	\$250	\$ _____
Sanctuary Use wedding	\$500	\$ _____
Fellowship Hall/Kitchen, up to 2 hours	\$25	\$ _____
Additional hours at \$10 per hour, max \$75		\$ _____
Education Building, one room, up to 2 hours	\$25	\$ _____
Additional hours at \$10 per hour, max \$75		
Education Building, whole building, up to 2 hours	\$50	\$ _____
Additional hours at \$10 per hour, max \$100		\$ _____
Parking Lot Use (no-plow)	\$50	\$ _____
	TOTAL:	\$ _____
Snow Plowing for Event*	TBD	\$ _____
*To be billed following event, if necessary		

ADDITIONAL EQUIPMENT/SERVICES

Please check all that apply:

- Podium Microphone
- Handheld Microphone
- Overhead Projector
- Piano
- Organ/Organist (Note: Applicant must contact organist directly)

STATEMENT OF UNDERSTANDING

I have read the HCC Building Use Policy. I understand that all decisions on the use of the church are at the discretion of the HCC Steward Team. I assume responsibility for any fees incurred, and for any and all damages to the church's property by members of the group. I understand that the church has no obligation or responsibility for damage, loss or disappearance of property, or bodily injury for any reason in connection with the use of the premises.

Signed: _____ Date: _____

Date received in office: _____ Office Admin. Initials: _____

Approved: Yes No

Date group notified: _____ Date Stewards notified: _____

Date fee received: _____

Additional fees and date notified: _____ Received: _____

Notes: