



FACILITIES USE APPLICATION AND GUIDELINES

**1308 Wellington Rd.
Manchester, NH 03104
(603) 622-9677
www.manchesterchristian.com**

MCC hosts only those events that are consistent with MCC's vision and mission.
A senior staff leader's approval is required for any event to be considered.

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GENERAL FACILITY GUIDELINES

God has blessed us with a beautiful facility. In order to give Him thanks for all He has given us, we ask that you comply with the following guidelines while using the Manchester Christian Church facilities. These guidelines are designed to help us protect our church home and maximize our resources.

DECORATIONS

1. Candles may be used only if contained under glass. The flame must not exceed the top of the container.
2. Small items such as confetti, glitter, etc. are not allowed in the building due to the difficulty in clean up.
3. All decoration materials must be non-flammable.
4. No straw, hay, or animals may be brought into any part of the building.
5. Any corporate sponsorship recognition must be pre-approved by MCC.
6. Nothing may be tacked or nailed into the walls, woodwork or fixtures. Scotch tape and sticky-tack IS NOT to be used.
7. 3-M removable tape is the ONLY adhesive that is approved for displaying signage.
8. The use of any decorations requires special permission from the office.

FEES

1. All fees charged go toward facility use and cleaning services only. Pastoral staff, as well as office availability, requires confirmation with an individual under separate agreement.
2. MCC Facilities Use fees can be found on page 2.

FOOD AND DRINK

1. Food and drink are allowed in the Lobby. Any other areas require prior approval from the office.
2. No red punch or other red-based beverages are allowed in the building due to the difficulty in removing stains.
3. Alcohol and illegal substances are prohibited on facility premises and grounds (including parking lot).

HOURS OF CAMPUS OPERATION

The offices are open from 9:00 am until 4:00 pm Monday through Friday. Services are held from 8:30 am until 12:30 pm on Sundays. (see *Facility Hours* on page 5.)

KITCHEN

1. The kitchen is to be used for fellowship and special events preparation that have been approved by the office.
2. Please bring your own plastic/paper ware for your event. Manchester Christian Church does not have plates, flatware or tablecloths etc. available to rent.
3. Please provide all food and beverages to be used.
4. Coffee service may be provided for an additional fee.

MAINTENANCE AND UP-KEEP

1. Ministries leaders and participants are responsible for cleaning up all ministry-specific items. **All rooms (including kitchen) and other areas used must be left the way you found them [the set up of chairs, tables, and other objects]. Failure to follow this procedure could mean cancellation of the program or function.**
2. The use of any objects, other than those pre-existing in the room, must be pre-approved by the office.
3. Please do not move MCC equipment or supplies out of the room without prior approval from MCC Office.

SIGNAGE

1. Any type of poster, signage or decoration posted during an event requires pre-approval by the office *two weeks or more* before the event.
2. Signage approved must be REMOVED immediately after the event is concluded.
3. Nothing may be tacked or nailed into the walls, woodwork or fixtures. Scotch tape and sticky-tack IS NOT to be used.
4. 3-M removable tape is the ONLY adhesive that is approved for displaying signage.
5. Signs on exterior doors or street signs are not allowed without the prior approval from the office.

SMOKING

The Manchester Christian Church facility is smoke-free and tobacco-free. Smoking or chewing tobacco is not permitted in any part of the facility any time.

CHILD CARE

1. Children should not, at any time, be left unsupervised anywhere on the property (including parking lot, and other outdoor areas).
2. All volunteer workers involved with children must be screened and reference checks completed. All workers will be trained to understand the nature of child abuse and ensure that all are familiar with the state law concerning child abuse reporting obligations. MCC will not be held responsible for injury incurred if sponsors do not comply with MCC requirements.
3. Care of children must be supervised by MCC child-safe certified personnel only. For more information, contact the appropriate ministry team leader.

ELECTRONICS & AUDIO VISUAL

All audio and video cables should remain as wired. If a need arises to change the configuration in any way, permission must be sought and all wiring should be returned to its original configuration

SCHEDULING AN EVENT

The office coordinator is responsible for all scheduling. All room/facility reservations must be obtained by filling out the Facility Use Application.

Forms must be submitted to the office for approval and scheduling.

GENERAL FACILITY USE

- PRIORITY #1 Activities sponsored by Manchester Christian Church.
PRIORITY #2 Member Events (i.e., weddings, family celebrations, etc.)
PRIORITY #3 Other like-minded Churches
PRIORITY #4 Community service organizations

ROOMS

All rooms must be reserved at least *two weeks* in advance. Rooms may not be used unless scheduled and approved by MCC.

FACILITY

Reservations for use of the whole facility must be requested at least *one month* in advance. The facility may not be used unless scheduled by MCC.

The facilities will not be available after 7:00 a.m. or before 2:00 p.m. Sunday for any event other than MCC services.

Normal business hours are 9:00 a.m. to 4:00 p.m. Functions may be scheduled before, during, or after these times, based on availability. (See *Facility Hours* on page 3)

SCHEDULING GUIDELINES FOR CHURCH/PERSONAL EVENTS

MCC reserves the right to deny room/facility use at its discretion.

1. Groups/people must fill out a request form from the office. Groups will be placed in available rooms, based on their needs.
2. Recurring events (weekly, monthly, etc.) will be evaluated every *three months* by the office. Any group/person may be denied use of facilities at MCC's discretion if the activity conflicts with any MCC ministry or if the facilities are in any way misused.
3. All scheduled rooms/events will have a single individual identified to be accountable for the group's activities.
4. No fee will be incurred for MCC ministry meetings. For fees, refer to the MCC Facility Use Fees located on page 2.
5. A certificate of insurance (binder) may be required for parties using the facilities.

SCHEDULING GUIDELINES FOR PUBLIC & COMMUNITY EVENTS

MCC reserves the rights to deny room/facility use at its discretion.

1. Sales, home parties and individual for-profit events are not allowed.
2. For all non-profit event requests, proof of non-profit status, 501(c)3, must be provided.
3. Any corporate sponsorship recognition must be pre-approved by MCC.
4. All groups must fill out an application from the office. Recurring events (weekly, monthly, etc.) must fill out the Facility Use Application form once *every 90 days* for re-evaluation purposes.
5. Any group/person may be denied use of rooms at MCC if the activity conflicts with any MCC ministry or if the facilities are in any way misused
6. We will accept requests for use by public and community events based on facility and staff availability and group needs. An attempt will be made to host as many events as possible. Our purpose is to be a "good neighbor" by having an interest in the community beyond our congregation.
7. Preferential consideration will be given to groups associated with MCC, leaders in our church, and sister churches in the community, etc.
8. All scheduled rooms will have a single individual identified to be accountable for the group's activities.
9. MCC hosts only those events that are consistent with MCC's vision and mission. A senior staff member's recommendation is required for any event to be considered. Final determination will be made by the Staff Management Team.
10. A certificate of insurance (binder) may be required for parties using the facilities.
11. Building use fees will be determined based upon how much of the building is being requested, how many people are involved, the nature of the event, and the anticipated expense MCC will incur as a result of the event. For events occurring outside normal operating hours that require an MCC employee's presence, fees may be higher.
12. MCC reserves the right to review all events and deny application for use of facilities for any reason and at any time.

FACILITY HOURS

Regular Hours

Normal business hours are 9:00 a.m. to 4:00 p.m. An event may be scheduled before or after normal business hours, based on availability. Normally, the facilities will be closed and locked by the Facilities Assistant no later than 10:00 PM. Special permission must be given by the office for keeping the building open later than 10:00 PM.

Holiday Schedule

The facility is closed on the following holidays:

New Year's Day
President's Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any use of the facility on these holidays will require special permission from the office.

FACILITIES USE FEE

It is anticipated that almost all non-MCC usage of the facility would be by other ministries or non-profit groups. Our desire is to share our facility as a community service; therefore, we anticipate keeping usage fees as low as possible. Generally our charges would be to recover costs incurred by MCC, i.e. cleaning, heating/cooling, opening/closing building, use of supplies, tech support personnel, etc.

Building use fees will be based upon how much of the building is being requested, how many people are involved, the nature of the event, and the anticipated expense MCC will incur as a result of the meeting. For meetings occurring outside normal operating hours that require an MCC employee's presence, fees may be higher.

Attendant Fees:

Sound operator	\$100	(Must use MCC tech operators ONLY)	<input type="checkbox"/>	\$ _____
Video operator	\$100	(Must use MCC tech operators ONLY)	<input type="checkbox"/>	\$ _____
Stage Hands	\$100	(Must use MCC workers ONLY)	<input type="checkbox"/>	\$ _____
Facilities Assistant	\$10	(per hour with 4 hour minimum)	Hrs. _____	<input type="checkbox"/> \$ _____

Events:

Main Auditorium	\$500 per day	Days _____	<input type="checkbox"/>	\$ _____
Stepping Stones Cafe	\$200 per day	Days _____	<input type="checkbox"/>	\$ _____
Classroom	\$10 per hour - \$30 MINIMUM per room, per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Lobby	\$10 per hour - \$30 MINIMUM, per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Coffee Service	\$10 per carafe (based on no. of people in attendance)	_____	<input type="checkbox"/>	\$ _____
Total				\$ _____

All fees must be paid in full prior to the day of the event. Refunds will be made ONLY if event is cancelled due to inclement weather or if cancelled by MCC.

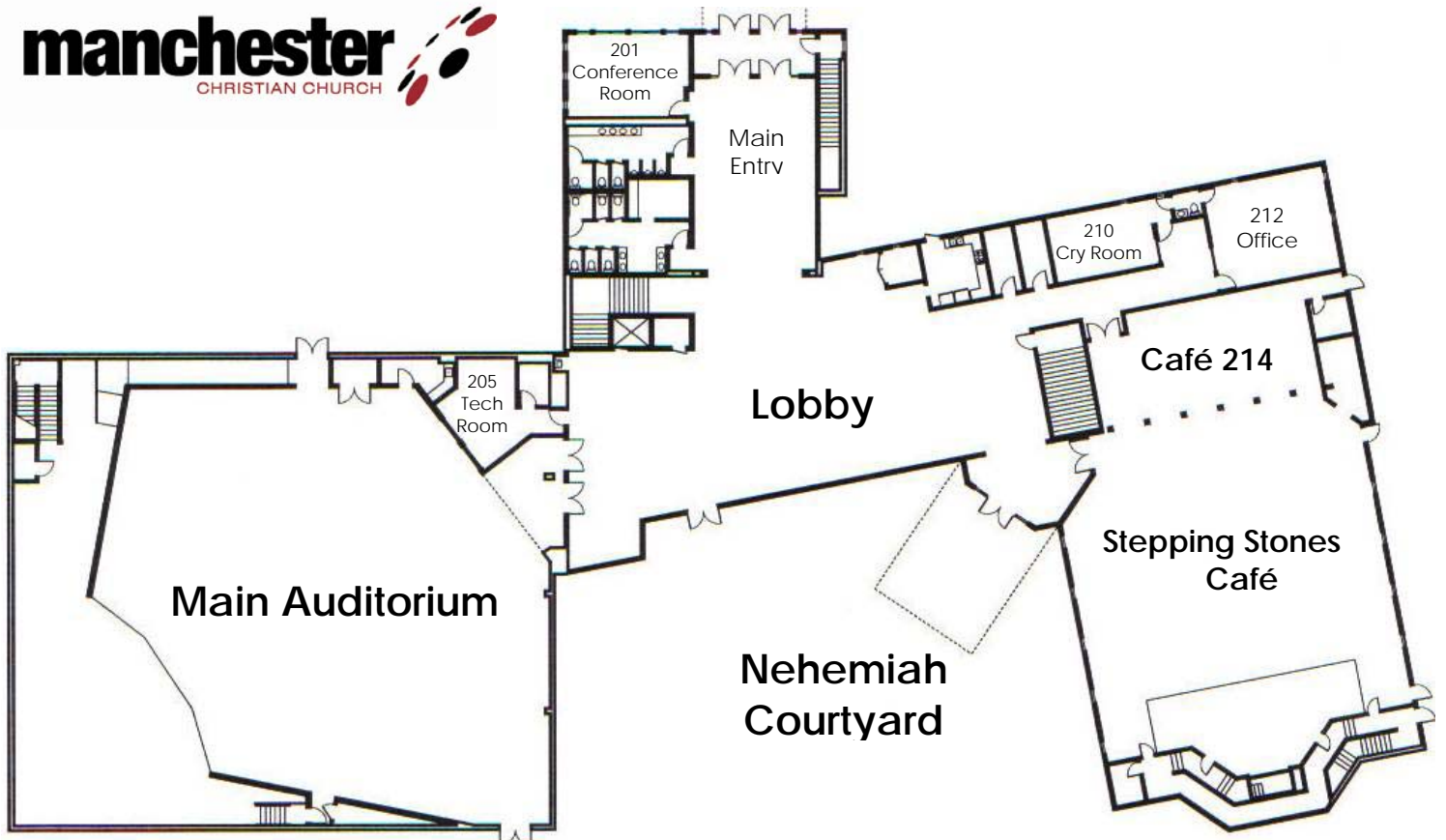
Fees required for this event: \$ _____

Deposit received: (50% of total estimated cost) \$ _____ Date Received: _____
Your deposit is refundable up to 30 days prior to your event.

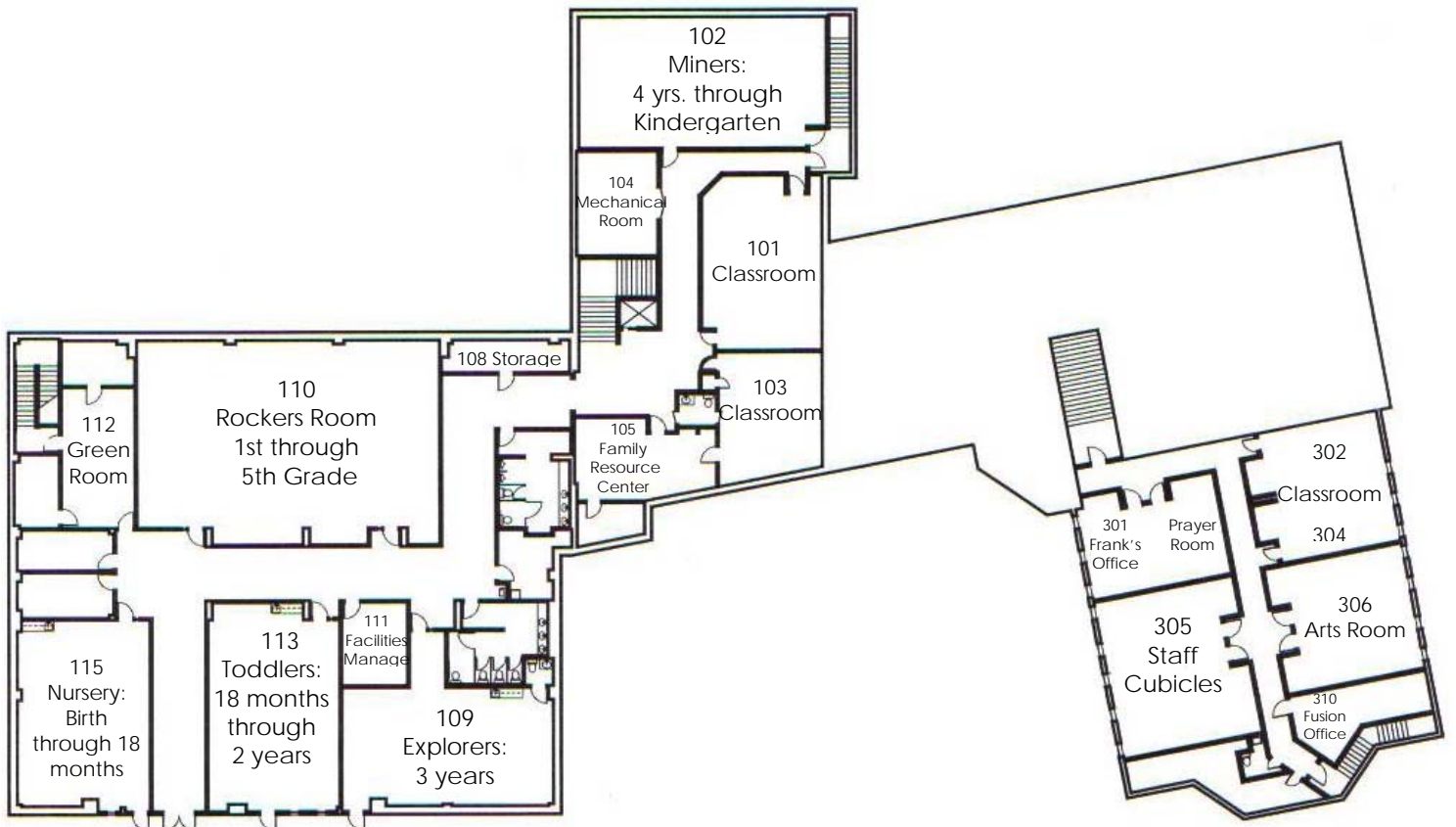
Balance Due after deposit: \$ _____

By my signature, I hereby agree to pay the above stated fees for use of MCC's facilities. I understand that if the event(s) does not occur, these fees will be refunded in full if MCC has not incurred any expense (including labor) for this event(s). Any expenses incurred by MCC will be deducted from refund.

Signature of applicant: _____ Date: _____



MAIN LEVEL (200)



LOWER LEVEL (100 & 300)



Facility Use Application

1308 Wellington Road ~ Manchester, NH 03104 ~ 603.622.9677 ~ Fax: 603.623.9790 ~ www.manchesterchristian.com

Please read the attached policy concerning the use of Manchester Christian Church's facilities. Any questions or concerns you may have can be answered by contacting the office at the number above or at office@manchesterchristian.com.

Contact Person _____

Mailing Address _____
Street City State Zip

Day Phone _____ Evening or Cell Phone _____

Email _____

Is the contact an MCC member? Yes No MCC Attendee? Yes No If no, is an MCC member associated with this event? Yes No

If yes, state MCC member's name and involvement in this event: _____

EVENT INFORMATION

MCC Ministry _____ Staff Member recommending event: _____

Other _____

Date(s) of Event (Preference Order) 1 _____ 2 _____ 3 _____

Is this a recurring event? Yes No If Yes: Weekly Monthly Other _____

Event Date or Start Date if Recurring _____ End Date if Recurring _____

Set Up Time _____ Event Start Time _____ Event End Time _____ Total Hours _____

No. of people attending _____ No of vehicles anticipated _____

COMPLETED BY OFFICE ONLY
TOTAL FEE CHARGED: _____ DATE DUE: _____ DEPOSIT PAID _____ PAID IN FULL _____

Room Preference (Preference Order) 1 _____ 2 _____ 3 _____ 4 _____

Are you able to provide proof of insurance covering your organization/event? Yes No Non-Profits Only: 501(c)3 ? Yes No

Will food/beverages be provided? Yes No If yes, please explain _____

Will childcare be provided? Yes No If yes, please see Child Care Guidelines on page 2.

Note: All volunteer workers involved with children will be screened and reference checks will be made. All workers will be trained to understand the nature of child abuse and ensure that all are familiar with the State law concerning child abuse reporting obligations. MCC will not be held responsible for injury incurred if sponsors do not comply with MCC requests.

Is there a cost to individuals attending this event? Yes No If yes, please explain _____

Will corporate sponsorship recognition be involved? Yes No If yes, please explain _____

I have read and agree to the Manchester Christian Church Facility Use Guidelines, including all fees stated. I am the responsible party who will assure that the Facilities Guidelines will be followed during the event.

Signature

Date

Please Print Name

Staff Management Team

Date

OFFICE USE ONLY

(Please initial)

- Office** calendar_____ Date_____
- Facilities Manager** _____ Date _____
- JC** Approval_____ Date_____
- FR** Approval_____ Date_____
- JP** Approval _____ Date_____
- JM** Approval_____ Date_____
- LM** Approval_____ Date_____
- BR** Approval_____ Date_____
- BS** Approval_____ Date_____
- LV** Approval_____ Date_____
- Elder** Approval_____ Date_____
- Denied**_____ Date_____

If denied, state reason_____

ACTION CHECKLIST

- Facilities Assistant Notified and Contacted
- Facilities Assistant Paid Amount: \$_____ Date paid: _____
- Cleaners Notified
- Worship Team Leader Notified
- Communion/Kitchen Use Notified
- Mowers Notified
- Snow Plowing
- "Facility Use Approvals Checklist" sent with approval
- Deposit Received Amount: \$_____ Date paid: _____
- Fee received for total due for facility use and cleaning services (total due located on page 2).
- Arrangements made for building entrance including temporary key tag if applicable.
- Deposit returned
- Deposit not returned. Reason and disposition of funds: _____
- Applicant contacted regarding reasons for retaining deposit. Comments: _____