

Franconia Community Church of Christ (FCCC)
Use of Church Facilities Policy

The Franconia Community Church of Christ is pleased to offer its facilities for use by non-profit organizations and religious gatherings; it is willing to consider use by people and organizations that do not fall into the above criteria. The following policy regarding use of the church's facilities (i.e., building and/or grounds) is promulgated by the board of trustees at this time. All other policies or understandings are superseded by the following:

1. All facilities use will be monitored and controlled by the board of trustees.
2. Organizations seeking long-term regular use shall have a representative come before a regular meeting of the trustees to present a plan for use, discussion with the trustees, and agreement to written terms. That representative is expected to be present throughout any and all of the organization's actual use of FCCC facilities, being responsible for the safety of all persons and the protection of church property, as well as opening, closing, and locking the building (including reset of heat, turning off all lights and removal of trash generated by organization's event/activity).
3. The above discussion will lead to a written agreement covering at least the following issues: spaces to be used and not used, expected activities of participants, numbers of participants, suitable and fair contribution to the church, expectations about picking up spaces used, responsibility for possible damages, and whatever else may be pertinent.
4. Electronic keypad code is not to be used by others than those to whom the code has been entrusted. The code will be activated for specific times of use of the facilities. In some contingencies, alternate plans can be arranged through contact with and explicit permission of a current trustee.
5. Late notification and one-time use of facilities may be arranged with permission of two trustees, though one should expect a reasonably thorough discussion covering what is outlined above.
6. Use of the downstairs kitchen is forbidden without clear advanced arrangements and explicit written permission.

7. Representatives shall make timely notification to the trustees in the event of any damage, injury, or untoward behavior that might arise.
8. There shall be no use of alcohol, drugs or weapons on the premises. No smoking except for outside of the building with proper disposal in provided receptacle.
9. Building capacity for purposes of these guidelines:
Sanctuary = 120
Jack Leech Hall = 77
10. Use of facilities must end by 10:00 pm.

Suggested Fees:

a. Funerals for non-members	sanctuary	\$ 100
	church hall or parlor	\$ 75
b. Weddings for non-members	sanctuary	\$ 350
	church hall or parlor	\$ 75
	minister - at church	\$ 200
	- away	\$ 275
	organist - service	\$ 150
	- rehearsal	\$ 100
c. Sexton, custodial or administrative services		\$ 25 per hour
d. Meetings:	- non-profit organization	\$ 25 per meeting
	- other organizations	By arrangement
e. Non-refundable deposit due on reservation		½ of total bill
f. Security deposit for non-members		\$ 150
	for members	\$ 50

The board of trustees retains the right to waive any or all of the terms of this policy.

All of the above serves for guidance, with actual details and agreements to be made through the trustees. Contact the church office (823-8421) or email the board of trustees at office@franconiachurch.org to make arrangements for use of facilities.