

Facility Request Form

Name: _____

Address: _____

Phone: _____

Email: _____

Church member: Yes _____ No _____ Not sure _____

Event date: _____

Event details: _____

Gym _____ Fellowship Hall _____ Classroom _____

Community Heights Church Facility Use Policy

Statement of Purpose

Community Heights Church facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Community Heights Church is a busy place since we have a robust ministry to children, youth, adults, and senior adults.

Although the facilities are not generally open to the public, we make our facilities available to approved persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. The following policy and guidelines represent Community Heights Church and its facilities located at 160 Steelsburg Hwy, Cedar Bluff, VA 24609.

Approved Users and Priority of Use

Church facility policies and procedures are organized by the Administration Team of Community Heights Church. Members of the church staff will handle the daily facility use requests. The church reserves the right to cancel or suggest changing event dates and times for any reason.

Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Members are described as those individuals who are church members by formal means, and/or individuals who regularly attend and would call Community Heights their home church.

Church facilities are not directly available to non-members or outside groups or organizations. However, the church reserves the right to review and possibly allow outside individuals or groups according to its discretion.

If a non-member wants to use the facility and personally knows someone that attends Community Heights, the member can request to use the facility in his or her name. The member will assume responsibility for the event, including clean-up, damages, and key return. The member must also be present for the entire time during the event.

Available Areas

The areas of the facility available are:

- Gym
- Fellowship Hall
- Classrooms

*The Sanctuary is only available for church member weddings and funerals and other ministry events.

Available Times

Church Facilities are available to be reserved Monday through Saturday, 9:00 am to 8:00 pm. Wednesdays are only available from 9:00 am to 4:00 pm. Sundays are not available for reservation for any event.

Scheduling Events

Requests for facility use may be made on our website, www.ch.church. The “Facility Use Request”, as well as other important information can be found under the “More” tab on the main page. Once the request is submitted and approved, the event will be reserved and placed on the church calendar and the individual submitting the request will receive a confirmation email.

Breakage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage. The persons signing the Facility Use Agreement shall be responsible for paying costs incurred by Community Heights Church for cleaning, repairing, etc., any part of the building or its furnishings and equipment, which in the judgment of the church administration has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. Damages must be reported immediately.

Sports Teams

If you are requesting to use the church gym for a sports team practice, the following rules shall apply.

- To make sure as many teams as possible have an opportunity to reserve the gym for practice, reservations are limited to once per week for no more than 2 hours in duration.
- The person requesting to use the gym for a sports team practice must be a member of Community Heights Church.
- The person requesting to use the gym for a sports team practice must remain in the gym during the entire event.
- The person requesting to use the gym for a sports team practice will be responsible for unlocking and locking the gym, cleaning up, and returning the key.

Contact information

If there is an emergency or you need to contact someone from the church, please call 276-963-8385 for assistance. If it is after church office hours and only if it is an emergency please contact the Associate Pastor at 276-970-0202.

Access

When a request is approved you must make arrangements to pick up a key from the church office. This must be done during normal church office hours. The church office is open 9:00 a.m. to 4:30 p.m. Monday through Thursday. Please call ahead to make sure someone will be in the office to give you a key.

The key should be picked up the week of your event and no sooner. When you pick up a key you will need to sign and date the key log. The key must be returned to the church office the following week. When you return the key you will once again sign the key log to acknowledge the key return.

*If keys are not returned you could be charged for the cost of the key and up to the cost of changing the lock.

Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: Smoking is not permitted on church premises.
3. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
4. Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.
5. Individuals are restricted to only those areas of the facility that have been reserved.
6. No fewer than two adults must be present at all times during any program or event involving children.
7. You must bring your own plates, cups, napkins, etc. At no time should items inside the church facility be used for your event.
8. Church equipment, such as tables and chairs, must be cleaned and returned to original placement.
9. All areas must be cleaned and all trash must be carried out by the user.
10. All lights must be turned off and doors locked upon departure.

Agreements

- User agrees to abide by the rules and regulations contained within this policy.
- User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the church facilities.
- User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of Community Heights Church, which is a biblically-based religious institution.
- User understands that he/she/they will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
- User agrees to hold harmless, indemnify and defend Community Heights Church (including agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the church premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including agents, employees and representatives) or otherwise.
- User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
- User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

I have read, understand, and agree to abide by the policies and procedures described above.

Agree (must be checked before requests will be considered)

Date:

Signature: