

Chinese Community Church of Indianapolis (CCCI)

GENERAL GUIDELINES FOR THE USE OF CHURCH PREMISES (FOR BOTH CHURCH AND NON-CHURCH FUNCTIONS)

1. All church functions have first priority.
2. All activities which require a “set-up” time will take place immediately before the scheduled activity. All reservations should be promptly cancelled when plans change.
3. Only the reserved areas should be occupied during any activities.
4. Arrival and check out times need to be observed rigidly.
5. Everyone is expected to conduct themselves in a Christian manner.
 - a. Any conduct that is contrary to the established doctrine and policies of the CCCI is not permitted, which includes (but not limited to) the use of profanity, use of tobacco products, alcohol, or illegal drugs.
 - b. In addition, pets are not allowed inside the church premises, balloons are not allowed in the sanctuary, permanent markers are not allowed on the marker boards.
6. Everyone is responsible for the care of the CCCI and equipment.
7. Users will be responsible for cleaning up and returning all equipment to its proper place.
8. The CCCI member reserves the right to remove any person from the premises who fails to cooperate with the stated rules and regulations after an appropriate warning.
9. CCCI will not be responsible for injuries occurring while participating on any non-church functions in the CCCI church premises.
10. The rules and regulations may be subject to change by the CCCI management committee upon approval by the Board of CCCI

Chinese Community Church of Indianapolis

RENTAL POLICIES OF CHURCH PREMISES

QUALIFICATIONS AND RESERVATIONS

1. Church functions are defined as the activities sponsored by the ministries of the CCCI board and/or approved by the board to implement CCCI missions. Others are designated as non-church functions which will be subject to approval of the board of CCCI to use the church premises.
2. The active CCCI member may rent the church facility for non-church functions, if the member will assume the responsibilities of adhering to the guidelines and policies and accept the position as the event manager, "CCCI in charge." The term "active" is defined by CCCI by-laws.
3. All outside organizations may rent the Church premises when sponsored by an active CCCI member (18 yrs or older) who will be present at the function(s) and serve as the "CCCI in charge" who will be responsible to observe all guidelines and policies prescribed by CCCI. All guests must be accompanied by a CCCI member (18 yrs or older).
 - a. Should the "CCCI in charge" be absent for a function, he/she can designate another active CCCI member for "back-up" and inform the church office.
 - b. The role of "CCCI in charge" cannot be delegated to non-active CCCI member.
4. Each function must be reserved separately.
5. In general, non-church functions should pay rental fee and request reservation on individual time slot. Reservation of the premises on a regular basis for longer term use is not permitted. Exceptions may be made by the board of CCCI.
6. The request for the use of the church premises should be submitted in writing at least one (1) month in advance.
7. For non-Church functions, all participants must sign the release-form as deemed necessary by the board.
8. In case of an emergency, the church reserves the right to cancel or modify a scheduled activity, deposit will be refunded.
9. The use of the church premises for wedding have the additional requirements:
 - a. Only Christian members of this church and their Christian family members may use this church for wedding. All other requests will be granted on a case-by-case basis by the Board of Deacons. (Refers to the enclosed principles and practice of officiating a wedding vow)
 - b. The church will only accept first-marriage wedding ceremonies, unless approved by Pastor and Deacon's joint decision.

- c. The wedding ceremony must be conducted by the Pastor of this church or his designated assistant.
- d. The couple to be married must go through a period of premarital counseling before the wedding. The counseling may be given by the Pastor of this church or a board certified Christian counselor.
- e. For the wedding, no rice or stencil is allowed as part of the ceremony.

CHECK-IN PROCEDURES

1. "CCCI in charge" (sponsor) picks up the key from Leeman Kuo (706-0433; lmkuo@indychinesechurch.org) or Fengjiun Kuo (594-9329, fengjiunkuo@sbcglobal.net).
2. Keys are not permitted to be duplicated (it is illegal without permission) and only sponsor can be key holder.
3. Turn on the necessary lights only.
4. Thermostats are not to be adjusted.
5. In case of emergency, the CCCI member must escort everyone to the nearest safe exits. The "CCCI in charge" should call 911 and leave the building immediately.
6. "CCCI in charge" should inspect the area for damage and unusual findings, report immediately to church office (317)706-0433 or leave a voicemail.
7. In case of an accident, the "CCCI in charge" must write an "Incident Report" and submit it to the church office and/or the board of CCCI. The "CCCI in charge" are also responsible for any damage to the equipments and facilities.

CHECK-OUT PROCEDURES

1. Return all equipment to the equipment locker. Secure the locker.
2. Turn off all lights in classrooms, restrooms, gym and hallways.
3. Clean all areas used and restore to original setting.
4. Close all internal doors in Gym, as well as doors to other rooms that were used.
5. Locked and secured outside doors.
6. Report any damage and accident.
7. Return the key to Leeman Kuo (706-0433) or Fengjiun Kuo (594-9329).
8. Deposit will be refunded (in partial or full) if all above procedures are met.

Chinese Community Church of Indianapolis

CHURCH RESERVATION REQUEST FORM

Name of Applicant: _____ Date of Application: _____

Organization: _____ Type of Activity: _____

Address of Applicant: _____

(Please print clearly in order for us to mail the deposit back to you.)

Phone: _____ Email: _____

Date Requested: _____ Time Requested: Fr _____ To _____

Approximate Number Expected to Attend: _____

Equipment Desired:

- Basketball/Table Tennis
- Dining Tables
- Audio (\$25 if use Sanctuary's System)
- PowerPoint(\$25 if use Sanctuary)
- Chairs
- Others _____

Areas Desired:

- Sanctuary
- Gym (for sport or fellowship)
- Kitchen
- _____ of Classroom(s)
- Nursery (Provide own attendant)

For Weddings only

Your application with proposed date/time for both wedding and rehearsal must be pre-approved by the CCCI pastor, for the wedding to take place in CCCI.

Proposed wedding date: _____ time from: _____ to: _____

Proposed rehearsal date: _____ time from: _____ to: _____

Pastor who has agreed to conduct the ceremony: _____

(THE APPLICATION WILL NOT BE PROCESSED WITHOUT BOTH THE CCCI MEMBER AND THE APPLICANT SIGNED AND DATED:)

CCCI Member in Charge:

I have read the CCCI church policies and procedures. I accept the responsibility to assure that all present will abide by the stated policies. I will ensure that reserved areas of the church building are left in a clean condition and that all equipment is placed in its proper position. I will be responsible for the people present, report any damage and open and lock the outside doors before and after the event.

Name _____ Address _____

Phone _____ Email _____

Signed _____ (Member in Charge) Date _____

Applicant:

I have read the CCCI church policies and procedures. I accept the responsibility to assure that all present will abide by the stated policies. I will be responsible for the people present and will assume responsibility for any damage or injury incurred.

Signed _____ (Applicant) Date _____

Chinese Community Church of Indianapolis

FEE SCHEDULE FOR THE USE OF CHURCH PREMISES

Sanctuary:	\$150.00
Gym:	\$150.00
Kitchen:	\$70.00
Classroom:	\$20.00 (each)
Nursery:	\$30.00
Audio (in Sanctuary):	\$25.00
Deposit (Damages and Cleaning):	\$250.00

Note:

1. Service charges for the organist, pianist (if needed, please ask CCCI member in charge to help) and janitor are NOT included.
2. The minimum cleaning charge is \$100 (optional).
3. The fee schedule listed above is limited to the reservation of church premises for five (5) hours or less.
4. Damages: Based on actual cost of repairs
5. All money is due ten (10) business days prior to the activity taking place.
6. Make two (2) separate checks payable to Chinese Community Church of Indianapolis (One for fee, the other for deposit).
7. Send payments along with the Reservation Request Form to :

Chinese Community Church of Indianapolis
c/o Fengjiun Kuo
3405 E. 116th Street
Carmel, IN 46032