



印城華人教會
Chinese Community Church of Indianapolis
3405 E. 116th St., Carmel, IN 46033
www.indychinesechurch.org • (317) 706-0433

Chinese Community Church of Indianapolis (CCCI) - FACILITY USAGE RENTAL POLICY & FORM

A. GENERAL FACILITY USE GUIDELINES (CHURCH AND NON-CHURCH FUNCTIONS)

1. All church functions have priority for facility use; however, we will honor pre-scheduled commitments made with outside groups through a recurring facility rental agreement.
2. All activities which require a "set-up" time will take place immediately before the scheduled activity and should be included in the time period requested. 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 must be observed rigidly.
5. Everyone is expected to conduct themselves in a Christian manner.
6. Any conduct that is contrary to the established doctrine and policies of the CCCI is not permitted, which includes (but is not limited to) the use of profanity, use of tobacco products, alcohol, or illegal drugs.
7. In addition, pets are not allowed inside the church premises, balloons are not allowed in the sanctuary, and permanent markers are not allowed on the marker boards.
8. Church property or facilities shall not be used or permitted to be used for any activity or speech that is contrary to any stated or implied doctrine or religious belief or practice of the church.
9. Church Property or facilities shall not be used for commercial business or for-profit endeavors.
10. Everyone is responsible for the care of CCCI premises and equipment.
11. Users will be responsible for cleaning up and returning all equipment to its proper place.
Additional cleaning fees may be charged otherwise.
12. CCCI reserves the right to remove any person from the premises who fails to cooperate with the stated rules and regulations after an appropriate warning.
13. CCCI will not be responsible for injuries endured while participating in any non-church functions within the CCCI Church premises.

14. The rules and regulations may be subject to change by the CCCI management committee upon approval by the Board of CCCI.
15. All groups are expected to take precautions to ensure the safety of all occupants, including both their own members and those of the church. At a minimum these precautions shall include, but are not limited to:
 - a. Keeping exterior doors securely closed and never propping them open.
 - b. Ensuring access cards are not shared with unauthorized individuals.
 - c. Implementing check-in/check-out procedures for children to ensure their safety.
 - d. Always providing adequate supervision.
 - e. Preventing youth from roaming the facility without proper oversight.
 - f. Complete background checks on individuals overseeing or supervising children.

Failure to adhere to the safety policies of the Church may result in review and/or termination of the group's usage of the Church facility.

B. FACILITY RENTAL POLICIES: 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 nonchurch 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, and 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, which is available on the CCCI website.
3. The 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." The "CCCI in charge" 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 prior to the event. 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 must pay a rental fee and request reservations for individual time slots. While regular, long-term use of the premises is not permitted, exceptions may be

considered by the board of CCCI. Any approved long-term agreement will be limited to a one-year term and will be reassessed annually.

- a. All groups who intend to rent the facility long term or on a regular basis may need to provide liability insurance as required 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. The church reserves the right to cancel or modify a scheduled activity under any circumstance and for any reason, and the deposit will be refunded.
 - a. For long-term facility rentals, the church reserves the right to cancel or modify a scheduled activity for any reason. In the event of cancellation, the deposit will be refunded on a pro-rated daily basis, determined according to the cancellation date. Efforts will be made to accommodate rescheduling whenever feasible, subject to a modification in the agreement between both parties. Additionally, in cases of unexpected events that impact the facility's availability or require remediation, the church retains the right to amend or terminate the agreement as necessary to safeguard its property and operations. In such instances, reasonable steps will be taken to address any resulting concerns in good faith.

ADDITIONAL GUIDELINES FOR WEDDING CEREMONIES

9. The use of the church premises for weddings has the following additional requirements
 - a. The couple's wedding must align with the following CCCI human sexuality and marriage statement. "With Scripture as our ultimate authority, we take a biblical Christian stance on human sexuality, recognizing that it is a gift from God, who created both male and female. He also gave us marriage as a gift in order that a man and a woman may properly express love to each other as husband and wife. The divine design for sexual expression within the commitment of marriage between a man and a woman is fundamental to the well-ordering of human society and is integral to human flourishing. Our hope is to express this principle as truth that we are all responsible to uphold while also recognizing our need of God's grace and forgiveness in the ways that we fail to meet His ultimate standard for human sexuality."

- b. 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 Elder Board. (Refers to the enclosed principles and practice of officiating a wedding vow)
- c. The church will only accept first-marriage wedding ceremonies, unless approved by the Elder Board.
- d. The wedding ceremony must be conducted by the Pastor of this church or his designated assistant.
- e. 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.
- f. For the wedding, no rice or stencil is allowed as part of the ceremony.

C. FACILITY CHECK-IN PROCEDURES

“CCCI in charge” (sponsor) picks up the key from church office’s secretary 317-706-0433; info@indychinesechurch.org.

- 1. The organization or individual will receive one access card key, which will remain active only for the time period and duration specified in the agreement. If the card is lost, the Building Deacon must be notified immediately so that a replacement can be arranged as soon as possible. Return the access card key at the end of your rental agreement term.
- 2. Turn on the necessary lights only.
- 3. Thermostats are not to be adjusted.
- 4. 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.
- 5. “CCCI in charge” should inspect the area for damage and unusual findings, report immediately to church office (317)706-0433 or leave a voicemail.
- 6. In case of an accident, the “CCCI in charge” must write an “Incident Report” and submit it to the church office within 24 hours and/or the board of CCCI. The report needs to include a description of the event that occurred, who is involved, who witnessed the event, and where it took place. The “CCCI in charge” is also responsible for any damage to the equipment and facilities.

D. FACILITY 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 to the "CCCI in charge."
7. Return the card key to the church office's Secretary (317-706-0433).
8. Deposit will be refunded via mailed check within 2 weeks (in partial or full) depending on if all the above procedures are met after the event/rental is over.

E. FEE SCHEDULE FOR THE USE OF CHURCH PREMISES

Individual, Single Use Rental: *(Charged per event, per space, per use) **

* Security Deposit Required: \$250.00 / per event

- Sanctuary: \$200.00 /each time
- Gym: \$200.00 /each time (annually fee: \$1200 for once a week)
- Kitchen: \$100.00 /each time
- Classroom: \$30.00 /each time
- Youth Room \$50.00 /each time
- Nursery: \$40.00 /each time
- Audio (in Sanctuary): \$35.00 /each time
- PowerPoint (in Sanctuary): \$35.00 /each time

Long Term, Contracted Use: *(other spaces are not available for extended rental) **

* Security Deposit Required: \$750 /year

- Basement Level: 11 classrooms, 1 nursery, 1 gymnasium, 1 kitchen: \$4,800 /year
 - 1 day per week
 - 32 weeks per year

F. ADDITIONAL NOTES:

1. Service charges for the pianist (if needed, please ask CCCI member in charge to help) are not included, nor are they guaranteed for the event.
2. The minimum cleaning charge is \$100 but will be based on the actual cost of services required.
3. The fee schedule for single occurrence listed above is limited to the reservation of church premises for five (5) hours or less at times no later than 10:30PM.
4. Damages: Based on the actual cost of repairs.
5. All money is due ten (10) business days prior to the date the activity will occur.
6. Payments will be due in the form of two (2) separate checks payable to the Chinese Community Church of Indianapolis (One for the rental fee, the other for the deposit).

7. Church staff may perform unannounced inspections of activities. The church reserves the right to pause or discontinue activities at church staff members' discretion.
8. Send payments along with the Reservation Request Form to:

Chinese Community Church of Indianapolis
C/o Finance Deacon
3405 E. 116th Street Carmel, IN 46033



CHURCH RESERVATION REQUEST FORM

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

G. RESERVATION SUMMARY: EVENT TIMING, FACILITY, & EQUIPMENT NEEDS

Name of Applicant: _____ Date of Application: _____

Organization: _____ Type of Activity: _____

Address of Applicant: _____

Phone: _____ Email: _____

Date Requested: _____ Time Requested: Start _____ (AM/PM) Finish _____ (AM/PM)

Approximate Number of People Expected to Attend: _____

Please select from below the equipment and areas desired:

Qty of Equipment Desired

(Replacement cost):

- () Table Tennis Table (\$350)
- () Dining Tables Round (\$240)
- () Dining Table Rectangular (\$90)
- () Sanctuary Audio (See fees above)
- () PowerPoint Sanctuary (See fees above)
- () Metal Folding Chairs (\$16/chair)
- () Black Plastic Folding Chair (\$85/chair)
- () Other Requests (May be denied)

Areas Desired (See fee schedule):

- () Sanctuary
- () Gym (for sport or fellowship)
- () Kitchen
- () _____ of Classroom(s)
- Room #s _____
- () Youth Room
- () 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 and understand the CCCI church policies and procedures. I accept full responsibility for ensuring that all attendees comply with these guidelines. I will ensure that all reserved areas are left clean and orderly, and that all equipment is returned to its proper place. I am responsible for monitoring the conduct of all participants, for reporting any damage, and for securing the facility by locking exterior doors after the event. I understand that I may be held financially responsible for any damage or loss resulting from this event. I acknowledge that church staff may inspect the premises during or after the event to ensure compliance.

Name _____ Address _____

Phone _____ Email _____

Signed _____ (*Member in Charge*) Date _____

Applicant:

I have read and understand the CCCI church policies and procedures. I accept full responsibility for ensuring that all attendees comply with these guidelines. I will ensure that all reserved areas are left clean and orderly, and that all equipment is returned to its proper place. I am responsible for the conduct of all participants, for reporting any damage, and for securing the facility by locking exterior doors after the event. I understand that I may be held financially responsible for any damage or loss resulting from this event. I acknowledge that church staff may inspect the premises during or after the event to ensure compliance.

Name _____ Address _____

Phone _____ Email _____

Signed _____ (*Applicant*) Date _____

Deacon Acceptance:

Name _____ Signature _____ Date _____