

## Guidelines for Using the Church Building

The church board of CCCI recently approved several guidelines for anyone who uses the church building for a special event. For your reference, here is a summary of these guidelines. You can read the complete document by visiting: [www.indychinesechurch.org/resources](http://www.indychinesechurch.org/resources) and open the file called CCCI Ministry Policies.

- The official way to reserve a room (including the gym and kitchen, etc.) is through submitting an event request for the calendar. You can do this by visiting: [www.indychinesechurch.org/calendar](http://www.indychinesechurch.org/calendar) and click on "Add". Activities that are scheduled on the calendar have priority over activities that have not been scheduled.
- If your event takes place when the building is not normally open, you'll need to ask someone with a church key to open the building for you. If a church key has been assigned to someone, that person is not authorized to lend their key to anyone else. They will need to personally unlock the door for you. They will also need to personally lock the door at the end of your event.
- If you need access to a classroom, make sure that the person with a church key also has a classroom key. If they do not, make arrangements with the church secretary (Leeman Kuo) for her to unlock the door for you.
- Youth are not permitted to be in the church without adults present.
- If you need to move chairs and tables, do not put them in front of any exits or doors.
- You should clean up the room when they are finished. If people have left items behind, you can put them in Lost and Found, which is the coat hooks near the kitchen.
- If nobody is scheduled to use the room after you, turn off the lights and lock the door.
- If you notice a maintenance need, report it to Leeman Kuo. You may e-mail her at: [lmkuo@indychinesechurch.org](mailto:lmkuo@indychinesechurch.org)

印城華人教會長執會通過教會使用規則：請參考下列簡介，詳細內容，請至教會網站 [www.indychinesechurch.org/resources](http://www.indychinesechurch.org/resources)，打開 CCCI Ministry Policies

- 若你須要使用教會教室 (包含體育場、廚房等)，你需要到教會網站提出申請 [Indychinesechurch.org/Calendar](http://Indychinesechurch.org/Calendar)。  
**請注意：**教會原先預定的活動將為第一優先
- 如果你預定的活動是教會沒有開放的時間，你須由擁有教會大門鑰匙的同工 幫你開門/ 關門。教會規章規定，教會大門鑰匙 不能隨意轉借他人
- 若須使用教室，請確認幫你開門的同工也有教室鑰匙；若沒有，可煩請教會秘書或助理幫忙開門
- 未成年人不能單獨留在教會，活動過程需有成年人 全成陪同
- 若須移動桌椅，請不要擋住任何教室門口或緊急出口
- 活動結束使用後，請打掃乾淨，若有任何遺留物品，請放在靠近廚房“失物認領”盒子內
- 若你是最後使用場地的，請關掉所有使用的電燈，並將門鎖好，教會大門也請確認鎖上
- 若有任何損壞需要維修的地方，請儘快和教會秘書連絡，也可使用電子郵件寄至 [lmkuo@indychinesechurch.org](mailto:lmkuo@indychinesechurch.org)