

## The Rules for Use CCCI Resources

### The rules for use of the facility of CCCI:

All the church and non-church activities which wish to reserve CCCI building and facilities need to follow the General Guidelines for the Use of Church Premises and Rental Policies of Church Premises which listed on [CCCI Church Website](#). Non-Church activities must be approved by the Elders and Deacons Board and follow the General Guidelines. All users required to be bound to follow the Policies Regarding Management of Church Resources.

**The rules for borrowing/using the materials and equipment which belong to CCCI:** The items listed below may be borrowed, if not needed by the congregation and not conflicted with church scheduled activities. It is the borrower's responsibility to return them in their original condition and its proper place.

1. Use of rectangular tables and metal chairs. The person who wishing to borrow them needs to contact the Church Secretary or the Facility Manager before borrowing.
2. Borrowing of kitchen equipment must be approved by the Church Secretary in order to avoid scheduling conflicts. A check out list of all equipment listed including dates used and returned.
3. The disposable dishes/cups/spoons/forks are available for church activities and in-church functions only.
4. Use of the sound equipment (microphones and recording DVD) must be approved by the Facility Manager and scheduled in advance. The Facility Manager will notify Worship Deacon for scheduling AV coworkers. Only trained CCCI workers may use the AV systems and equipment.
5. Use of the video projector must be signed out from the office. Only a certain group such as the Sunday school teachers can check out this item. If the user wants it on a specific day they need to reserve it one week prior to schedule.
6. Use of MP3 recorder must be signed out by the audio coordinator in order to avoid scheduling conflicts.
7. Use of TVs other than Sunday school must be signed out by the Children Ministry resource coordinator.