

Cedar Crest Bible Fellowship Church

Requirements Regarding the Use of the Church Facility

1. All details concerning church usage must conform to such practices and standards of good taste as are consistent with the Christian faith and Cedar Crest Bible Fellowship Church.
2. Various rooms have limitations on the number of people who can safely be accommodated at any one time.
 - Worship Center - 900 persons
 - Chapel - 125 persons
 - Fellowship Hall - 150 persons
 - Classroom - 40 persons (Rooms 1&2, 101&102 can be combined for 75 persons)
3. The use of illegal substances are forbidden on the church property and if discovered will be reported to the authorities immediately. Alcoholic beverages are not permitted on the church property at any time. Smoking is prohibited within the building.
4. This facility is a church building. It is used primarily for worship and teaching purposes. Care must be exercised in the use of decorations or props so as not to mar or deface any part of the church building, nor to tarnish the image of Cedar Crest Bible Fellowship Church.
5. The following are prohibited inside or outside of the building: throwing of rice or confetti, flower pedals, or other stain producing items. Because of our proximity to an airport, releasing of balloons outside is prohibited.
6. Eating and/or drinking within the Worship Center is forbidden, but is permissible in other rooms. Care should be taken at all times to ensure that any food or drink spills can be easily cleaned without damaging the floors.

7. Reimbursement costs for the use of the facility (per event) are as follows: (official CCBFC ministries are exempt)

	<u>Facility Costs</u>	<u>Custodial Costs</u>	<u>Total Costs</u>
a. Non-member Christian Organization			
Worship Center	\$ 600.00	\$ 200.00	\$ 800.00
Chapel	250.00	100.00	350.00
Fellowship Hall	250.00	100.00	350.00
Classroom	75.00	50.00	125.00
b. Cedar Crest Bible Fellowship Church Members			
Worship Center	\$ -	\$150.00	\$150.00
Chapel	-	75.00	75.00
Fellowship Hall	-	75.00	75.00
Classroom	-	40.00	40.00

8. Additional reimbursement fees:
 - a. Church Organist/Pianist \$ 120.00 per event
 - b. Audio/Sound person 75.00 per three hour event, \$25 each additional hour
 - c. Multi-media Technician 75.00 per three hour event, \$25 each additional hour
 - d. Projector Rental for Personal Use 10.00 per event (authorized church members only)
 - e. Damage reimbursement Any damage done to the facility will be billed at replacement cost.

*Any request for exceptions to these regulations and costs/fees must be made in writing and will be reviewed by the Administrative Committee. All reimbursement costs/fees are payable to **Cedar Crest Bible Fellowship Church**. A refundable deposit of **50% is required** upon the acceptance of an event. The remaining balance is due, including additional hours and reimbursements, and payable within ten days after the event.*

FOR OFFICE USE ONLY:

Cedar Crest Bible Fellowship Church Event _____

Date Organist was notified: _____ Initials _____ Date Pianist was notified _____ Initials _____

Date Audio/Sound notified: _____ Initials _____ Date Multi-media Tech notified _____ Initials _____

Amount of Deposit Received \$ _____ Date Deposit Received _____ Check # _____

Amount of Final Payment \$ _____ Date Payment Received _____ Check # _____

