



Facility Use Guidelines

OVERVIEW

- Our facility is available to you free of charge. We consider our facility to be a means to bless the people and organizations in our community.
- All groups must have an event “sponsor” who is a member of Community Christian Fellowship. The sponsor acts as host for a given event, and will be onsite during the event to oversee proper care, reset, and securing of facility.
- CCF existing schedules and ministry events will always take precedence over any requests for use of the facility.
- Non-church events can be booked no earlier than 90 days before the requested date of the event.
- As noted above, there is no charge for use of our facility; however, if additional janitorial work is necessary after the event, those expenses will be the responsibility of the event group.
- A \$100 deposit is required upon approval of your event. The deposit will be returned within 30 days after the event, provided there is no need for repair or additional cleaning.
- The stage (at the north end of the Fellowship Room) cannot be moved.
- The game circle (at the south end of the Fellowship Room) cannot be removed.
- An event date is not secured until the included Facility Use Application form is completed, submitted to the CCF office, approved, and a copy is returned to you.
- Events should not be publicized until they are approved by the leadership of Community Christian Fellowship.
- You will receive notice of approval via email with a PDF copy of your application attached for your reference.
- Clean-up and reset of the facility is the responsibility of the event group. Please see the guidelines listed below.
- Proof of Liability Insurance must be provided by individuals who are a part of a corporation, a limited liability corporation, or non-profits (501c3). A certificate of insurance in the amount of \$1 million dollars must be provided to CCF no later than one week prior to the event.

AGREEMENTS

- Hours of facility use (including setup and teardown) are as noted on your application. If you did not include time for setup/teardown/cleanup on your application please contact **Lydia Whitney at (425) 744-0160** and secure a window of time as soon as possible.
- If you requested use of media equipment, please designate an individual from your group to be trained on the equipment during the week prior to your event. Please bring the actual files to be used (videos, PowerPoint, etc.) to the training session. Contact **James Johnson at (425) 744-0160** to make arrangements for training.
- If you plan to use the grand piano and want it tuned, please notify us a minimum of three weeks prior to the event and **submit payment of \$120** to cover the cost. CCF cannot guarantee that the piano will be in tune at the time you want to use it unless you are willing to bear the cost of tuning.

ADDITIONALLY:

- **NO use of alcohol, tobacco, or illegal drugs in the facility.**
- **NO drinks or food containing red dye** (i.e. fruit punch, Kool-Aid, frosting).
- **NO use of glitter** (either in crafts or other activities, or decorations).
- **NO scotch tape, duct tape, or other types of tape** on the walls (use **blue painter’s tape only**).
- **NO nails or screws** may be used to secure decorations or presentation materials.
- **NO open flames, including candles, are allowed** (candles are permitted only when used in a container). *Candle wax spills must be cleaned up immediately after the event.*
- **DO NOT** place **anything** on the piano.

CLEANING GUIDELINES

- **FOLD** tables and **RETURN** them to the place you found them.
- **VACUUM** carpet in Fellowship Room and other areas as needed (vacuum is in the table/chairs storage room).
- **SPOT CLEAN** any spills.
Spot cleaner is located in the table/chairs storage room.
- **NOTIFY** the CCF office or your sponsor immediately if there are stains that need professional attention.
- **RESET** all rooms used. Follow the photo pattern posted in each room.
Fellowship Room: **Front of room** (stage end) set in **two (2) sections**, 4 rows per section, 7 chairs per row.
Back of room (windows) set with **five (5) round tables**, 6 chairs around each table.
- **EMPTY TRASH** in each of the rooms used, including restrooms and kitchen.
****Make sure bags are not leaking liquid.***
Dumpster is located at the east end of the building ... note that one is for recycle only.
- **NEATLY ROLL** any microphone cables used, and **POWER DOWN** projector and/or sound system.
- **CHECK** the entrances and verify that they are locked.
- **TURN** out all **LIGHTS** in the building. The light above the water fountain in the hallway outside of the office is a security light and remains on at all times.

FOLLOW UP

Please keep an account of any problems you encountered during your use of our facility (temperature too warm/too cold, difficulty opening or locking doors, promised equipment or furniture not available, stubborn stains, etc.), then give your written notes to your sponsor or turn them in to the CCF office.

If there are no needed repairs or additional cleaning, your deposit will be returned to you within 30 days of your event.

FACILITIES USE FORM

Community Christian Fellowship
 615 Glen Street, Edmonds 98020
 (425) 744-0160
 (425) 778-7406 fax
 office@ccfedmonds.org



DATE RECEIVED _____ / _____ / _____
 RECEIVED BY _____ APPROVED
 APPROVED BY _____ DENIED
 DATE NOTIFIED _____ / _____ / _____
 REC'D DEPOSIT _____ / _____ / _____
 REC'D INSUR CERT _____ / _____ / _____
if applicable

PLEASE PRINT CLEARLY

Your Name: _____

Phone: _____

Address: _____
street

city state zip

Cell #: _____

Email: _____

Sponsor Name: _____
Must be a member of CCF

Phone: _____

Your Organization/Group: _____

Type of Event: _____ Appx number people expected: _____

Describe the Event (tell us what it is about): _____

Day and Date of Event: _____, _____ / _____ / _____

Hours for Event: (begin) _____ a.m./p.m. (end) _____ a.m./p.m.
(circle one) (circle one)

Hours for Set-Up: (begin) _____ a.m./p.m. (end) _____ a.m./p.m.
(circle one) (circle one)

Please list all rooms needed: _____
(See attached floorplan)

Will you be serving refreshments? Yes No

Will you use the kitchen? Yes No

Will you need to set up or rearrange CHAIRS? Yes No

Will you need to set up or rearrange TABLES? Yes No

Will you use the stage? Yes No

If YES, must the equipment be moved? Yes No

Will you need to use audio equipment? Yes No
(i.e. mics) If YES, check one handheld corded

Will you need to use video equipment? Yes No
If YES, check one DVD PowerPoint

APPROVAL COMMENTS:

In which room(s)? _____



Please initial the following:

_____ I have read and understand the guidelines and restrictions regarding my use of the CCF Ministry Center, and **I agree** to comply with them.

_____ I have read and understand the cleanup procedures and **I agree** to leave the facility in clean condition.

_____ I agree to abide by CCF's policy expressly forbidding use of tobacco, alcohol, and/or illegal drugs.

_____ **I understand** that I should not publicize this event until I have obtained event approval from an authorized CCF representative.

_____ I understand that if I am part of a corporation, a limited liability corporation, or a non-profit (501c3), **I agree** to provide a certificate of insurance in the amount of \$1 million dollars to CCF no later than one (1) week prior to my event.

Please provide your signature below:

Your signature

Date