



Community Church at Ocean Pines *Facility User Guidelines*

The Facilities of Community Church at Ocean Pines are available to the community for a variety of social, civic and educational events. Priority shall be given to the following purposes in order when providing for the use of Community Church Facilities.

1. **Spiritual:** Use of the facility for spiritual purposes by CCOP shall be given the highest priority and takes precedence over all other uses. Spiritual use by other groups shall be set by consultation between the Trustees and the Pastor of Community Church.
2. **Charitable:** Use by non-profit charitable organizations providing service to the community has next priority.
3. **Educational and Civic:** Groups that support educational and other civic interests are welcome and will be given the third priority.
4. **Special Use:** Use of the space for other social activities may be allowed at the discretion of the Trustees.
5. **Commercial:** Commercial use of the building will take last priority and will be at the discretion of the Trustees.

Guidelines:

1. The Sanctuary is a place of worship and will be treated as such. Speech and personal actions shall reflect that you are in the Lord's House. Use of the Sanctuary by outside groups for anything other than worship, funerals and weddings will be permitted only after approval of the Trustees in consultation with the Facility Manager.
2. Church and Outside Groups obtaining permission for use of specific rooms shall restrict their activities to those rooms and the nearest hallway and restrooms. Organizational leaders using any portion of the facilities shall not allow guests or children to roam freely outside of the immediate area. Those areas assigned to Little Lambs are not to be utilized by other than Little Lambs personnel or students. Children and all youth organizations utilizing the church facilities shall be supervised by adults at all time. Any group bringing children into the facilities must provide Adult Supervision for them.
3. All persons using the facility shall adhere to our policy of no smoking in the buildings and alcoholic beverages, drugs or gambling are prohibited everywhere on the premises.
4. All groups using the facility (unless otherwise arranged) shall pay for a representative of the church to open the facility, be present during the activity, and close the church. Access is to be arranged through the Facility Manager at 410-641-5433 or 443-366-2994.

5. Tables and chairs will be provided in accordance with the fee schedule, the user may relocate picnic tables in the Pavilion provided they are returned to their original positions.
6. Church and Outside Groups using the facilities are responsible for cleanup and restoring all furniture to its original position. Trash receptacles shall be emptied into the Dumpster outside at the conclusion of your activities. Failure to clean up will require a cleaning charge for janitorial services.
7. Do not touch the security, fire detectors or heating/air conditioning thermostats unless you have received separate instructions and authorization to do so, contact the Facility Manager if changes are required.
8. Pianos and the Sanctuary Organ shall not be used without specific permission and notation on the "*Application for Facilities Use*".
9. The sound system in the Sanctuary must be operated by one of our audio/visual technicians, children and untrained persons are not allowed in the A/V booth. For other than worship, technicians will be compensated separately for their work.
10. Nails, staples, tapes or other fasteners shall not be used on any walls ceilings or floors. Any decoration must be approved and shall not be attached in a manner that will leave any damage. They must be removed at the completion of the activity.
11. It is expected that the buildings and grounds will be left in the same condition in which they were found, including replacement of any furnishings (tables, chairs, etc.). Each room has a placard showing the room setup and your group is expected to restore the furnishings to this state unless otherwise agreed. Any damage must be reported to the Facility Manager immediately.
12. Refundable deposits will be returned within (1) one week after the user event. Failure to comply with the guidelines or damage to the property will result in forfeiture of the deposit.
13. The Community Church at Ocean Pines does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of church facilities. Users for Sport/Recreation shall provide sufficient liability insurance coverage to fully protect itself from any liability that may arise and shall assume full liability for injuries occurring to any persons who are on the property as a result of the user's program. The signatory and/or organization agree to indemnify and hold harmless Community Church at Ocean Pines, its Trustees and any representatives of the Church.
14. Outside groups may rent the Hall/Gym only for use during evenings and on Saturdays.
The rest of the time is allocated for Church activities.

Kitchen/Kitchenette Usage:

1. Kitchen and Kitchenettes must be left as found.
2. Any non-church group must supply their own paper products, supplies and food. Use of utensils is at the discretion of the Kitchen Committee.
3. All kitchen utensils/pots/pans that are used must be cleaned in accordance with Health Department regulations, which are found posted above the 3-compartment sink. Bleach is stored on the shelf above the sink.
4. All food cooked in Kitchen must be consumed on property.

5. If the pour-over coffee pot is used, it must be unplugged when finished.
6. If the stove/griddle burners are used, make sure that they are completely turned off and the drip pans located below the griddle and burners are cleaned.
7. Do not leave any leftover food in the refrigerator or freezer.
8. Remove all trash from the kitchen/kitchenette and dispose of it in the dumpster behind the building (at the end of the daycare hall).
9. Sweep and wet mop the kitchen floor when your function is finished (mop and bucket are located next to the sink).
10. The Charge for use of the kitchen by outside groups is \$150.00. A cleaning deposit of \$50.00 is also required it will be refunded upon proper clean up of the facility and inspection by the Facility Manager or Kitchen Committee Chairperson.
11. Kitchenettes are located in the Hospitality Room (Sanctuary) and the Community Room (Family Life Center) and are for light refreshments only. They are not intended for meal preparation. Also available is a beverage cart for use in the other rooms. It is the users responsibility to clean and return the cart to the Community Room or a charge of \$10.00 will be levied.

Facility	Per Hour (over 2 hours charged at next higher rate)	Up to 4 hours	Per Day
Multipurpose Hall	\$50.00	\$200.00	\$300.00
Sanctuary	\$75.00	\$350.00	\$500.00
Community Room	\$35.00	\$75.00	\$125.00

Fee Schedule:

Facility Use Fees

1. A fee of \$25.00 per hour for the use of classrooms, Library, Hospitality Room, Narthex or Stage area for meetings is suggested for persons, groups and organizations not affiliated with or sponsored by Community Church. The fees charged are intended to cover the cost of utilities plus normal wear and tear of the facilities.

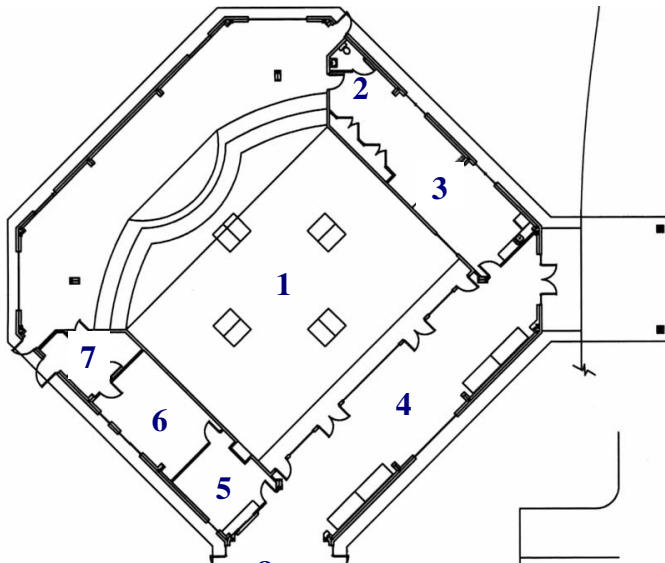
Additional Charges

1. Onsite representative of Church to open facility, be present during activity and close facility is \$10.00 per hour.
2. Audio/visual Technician for sound system-\$20.00 an hour.
3. Custodial Services-\$35.00 an hour.
- 4.** Church groups are expected to setup and take down their own tables and chairs. For all others the charge is \$10.00 per table (each table seats 8) unless they agree to do their own setup and takedown. Sanctuary setup and take down (for use of the stage area) is \$75.00.

Please Note that all fees shall be paid prior to use unless other arrangements have been made.

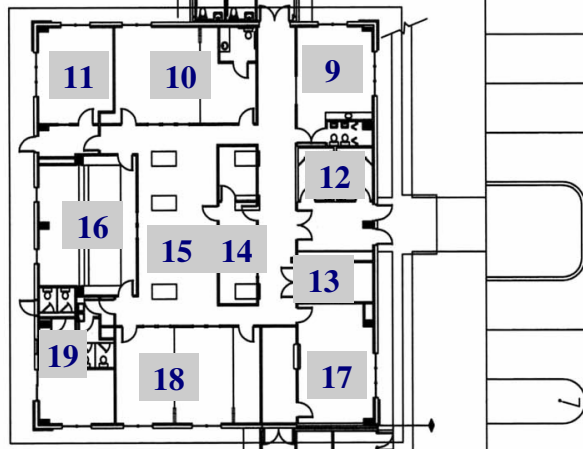
Areas for Group use are shown on page 4 in a pictorial view.

Use of Church Facilities by Church and Outside Groups



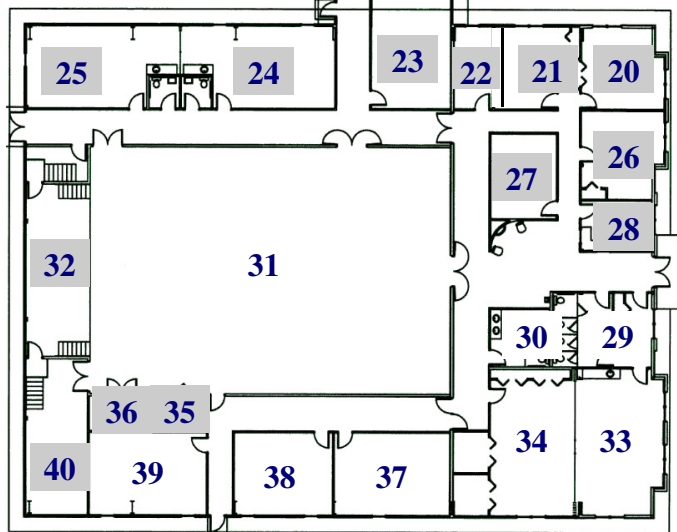
Sanctuary

1. Sanctuary
2. Rest Room
3. Hospitality Room
4. Narthex/Fellowship Foyer
5. Church Library
6. Small Chapel/Prayer Room –not rented for meetings, open for prayer and meditation only.
7. Storage & Sacristy Rooms-Church use only
8. 2 Rest Rooms



Early Childhood Center

Dedicated for Little Lambs use at present, not for use by outside groups. These rooms are highlighted in gray.



Family Life Center

- 20-22. Staff Offices-Church use only
 23. Kitchen
 - 24-25. Dedicated for Little Lambs at present.
 - 26-28. Staff Offices & Workroom-Church use only
 - 29-30. Rest Rooms
 31. Fellowship Hall with Recreational Equipment
 32. Stage - special permission is required for outside use
 - 33-34. Community & Music room 1&2
 35. Multimedia Room-Church use only
 36. Storage-Church use only
 37. Classroom 1
 38. Classroom 2
 39. Classroom 3
 40. Storage-Church use only
- Note that rooms highlighted in gray are for Church use only.**