

**First Christian Church Firehouse  
REQUEST FOR USE OF FIREHOUSE FACILITIES**

*We are privileged to consider your request. Please fill out the following request form and return it to the Administrative Secretary at the office of **First Christian Church, 53 West Main, Peru IN.***

**EVENT DATE(S):** \_\_\_\_\_

| <u>Day(s)</u> | <u>From</u> | <u>To</u> |
|---------------|-------------|-----------|
| _____         | _____       | _____     |
| _____         | _____       | _____     |
| _____         | _____       | _____     |
| _____         | _____       | _____     |

We wish entrance to the building at \_\_\_\_\_ (time)

We will vacate the building by \_\_\_\_\_ (time)

**NAME OF GROUP:** \_\_\_\_\_

**PURPOSE OF EVENT OR ACTIVITY:**

We expect an attendance of approximately \_\_\_\_\_ persons.

We request the use of the following facilities:

- |                                                                |                                                             |
|----------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> Floor Activity Room   | <input type="checkbox"/> FCC Does Set-Up/Take Down          |
| <input type="checkbox"/> Fireside Room (2 <sup>nd</sup> Floor) | <input type="checkbox"/> Long Tables – How many? _____      |
| <input type="checkbox"/> Kitchen (1 <sup>st</sup> Floor)       | <input type="checkbox"/> How many chairs per table? _____   |
| <input type="checkbox"/> Needs Kitchen Attendant               | <input type="checkbox"/> Round Tables – How many? _____     |
| <input type="checkbox"/> Sound Booth (1 <sup>st</sup> Floor)   | <input type="checkbox"/> How many chairs per table? _____   |
| <input type="checkbox"/> Extra Set up Time                     | <input type="checkbox"/> GROW Catering (see attached forms) |

Amount owed: \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**AGREEMENT:** *I have read and understand the policies for the use of the Firehouse Community Center. I have also read and agree to abide by the Core Values of First Christian Church. It is understood that First Christian Church activities and ministries have preference over outside activities in using the Firehouse facilities and this request is subject to cancellation if the requested facility is needed for a First Christian Church activity.*

*If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned facilities, and to be responsible for replacement in case of any damage or loss incurred. We agree that there shall be no use of tobacco, controlled substances, alcoholic beverages or gambling on the Firehouse properties.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*Office Use Only\*\*\*

- Date of Payment: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

## **Fees**

1<sup>st</sup> Floor Activity Room:

Attendance

|                 |                      |
|-----------------|----------------------|
| 1-40            | \$100.00 per 2 hours |
| 41-99           | \$150.00 per 2 hours |
| 100-150         | \$200.00 per 2 hours |
| Open Houses     | \$200.00 per 2 hours |
| Additional Time | \$50.00 per hour     |

Fireside Room (2<sup>nd</sup> Floor)

\$50.00 per 2 hours

Kitchen for Catering

\$60.00

Kitchen Attendant (as required)

\$10.00 per hour

Sound Booth Operator

\$10.00 per hour

Set-Up

One hour prior to event-no charge

Take-Down

One hour after event- no charge

Additional tie up time (for set up)

\$10.00 per hour

Set-up/Take-down by FCC Staff

\$20.00 1-40 people

\$30.00 41-99 people

\$50.00 100+ people

## **First Christian Church Firehouse FACILITY USE GUIDELINES**

### **I. Facility Use Purpose**

It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We value strong youth and children's ministries in the church and community, and will give a high priority to their building use needs. We want the Firehouse to experience maximum use for the greatest service.

### **II. Facility Use Priorities**

**First Priority Activities:** First Christian Church sponsored activities, planned by its members primarily for the congregation or for outreach.

**Second Priority Activities:** First Christian Church Member sponsored activities planned by members of the congregation, but not planned primarily for the people of the church.

**Third Priority Activities:** Other Churches' and Christian Organizations' Christian activities planned by and for the participants of other churches or para church organizations.

**Fourth Priority Activities:** Non-Profit or Community service activities involving no specific Christian affiliation, but which do not conflict with the principles of First Christian Church.

### **III. Scheduling and Payment Procedures**

#### **Scheduling Procedures**

1. Policies, procedures, and guidelines are administered by a designated member of the church staff.
2. The Firehouse is available based on the First Christian Church priorities listed under major point II "Facility Use Priorities."
3. The date on which the form is received will establish the priority of the request when there is more than one request for the same date.
4. Contract must be signed and brought to the church with the security deposit within (1) one week after the date is reserved to keep the reservation.

#### **Payment Guidelines**

1. Fees are not charged for First Christian Church sponsored events. Fees are charged for active member special events (weddings, family reunions, senior class receptions, etc.) and non-church sponsored events at a discounted rate, to cover the direct cost of custodial service, utilities, sound/light technicians, food preparation, etc.)
2. Payment in full is due upon signing of contract unless arrangements have been made in advance. If payment is not received, reservation and all monies paid to date will be forfeited.
3. In the event of cancellation, notice should be given to First Christian Church in writing at least two (2) weeks prior to the event. If notice is not received, we reserve the right to hold 50% of the deposit as a cancellation fee.
4. Room fees are based on a two (2) hour minimum.
5. Groups using the facility routinely must establish an appropriate payment schedule.
6. Wedding procedures will be covered separately and handled by the First Christian Church wedding guidelines. Please call 765-473-3105 or contact the office at 53 West Main for wedding guideline information.

### **IV. General Fire House Use Guidelines**

**Respect For Facility:** The Firehouse should be treated with respect at all times and every effort made to leave it in as good or better shape than it was.

**Partisan Political Events:** To preserve our tax-exempt status, no partisan political events will be scheduled.

**Revenue Generating Events:** Revenue generating events shall be discouraged unless they benefit or are in the best interest of the ministry of First Christian Church.

**Use of Sound and Light Equipment:** Sound and light equipment may only be used by a trained technician, with prior arrangements made by the user and the designated church staff member. NO EQUIPMENT ON STAGE IS TO BE MOVED unless moved by trained church staff member.

**Facility Event Supervision:** All Fire House activities must be well supervised in order to ensure participant safety and proper treatment and care of the facility. The individual named on the "Facilities Use Form" will be responsible for proper behavior of the group and care of the facilities. Opening and closing of the facility will be provided by a "Firehouse Host" unless special arrangements have been made prior to the event.

**Facility User Responsibilities:** Alcohol, smoking or tobacco uses of any kind, drugs, profanity, gambling, or eating and drinking in undesignated areas are strictly prohibited. Users are responsible for returning the facility to pre-use condition. Users will secure their area and building after use.

**Tape, Tacks and Nails:** Tape, tacks, nails, or other penetrating objects are not to be used on walls or woodwork anywhere in the building. Also, Duct Tape is hard on carpet and should not be used. Any damages resulting from tape, any other adhesive materials, tacks, nails, or other penetrating objects will result in a \$25 damage fee. The renter will be billed for damages and will have 30 days from the bill date to pay for the damages. Failure to pay for the damages the renter will be prohibited from renting the First Christian Church Firehouse in the future.

**Dumpster:** If your event will cause enough trash to fill the dumpster, the RENTER will be responsible to pay for an extra trash pick-up day for the First Christian Church Firehouse. If the RENTER is unsure if they will fill the dumpster, they will be billed for the trash pick-up if they do fill the dumpster. Failure to pay for the fees the user will be prohibited from renting the First Christian Church Firehouse in the future.

**Advertisement:** When advertising your events, First Christian Church requests your cooperation by advertising at "First Christian Church Firehouse."

**Kitchen Attendant:** Kitchen attendants are present to supervise cooking procedures while the renters are using the kitchen. Kitchen attendants are relieved of their position once cooking has finished. Kitchen attendants are not there to wash dishes or help clean up unless a fee has been paid prior to the event.

#### V. **Use of the Kitchen by Caterers**

Use of the kitchen requires specific instruction of its proper operation and cleaning. If the use of the kitchen is desired, the User(s) must meet with the church appointed "Kitchen Coordinator" for training and assistance in the use of the kitchen facility.

**A fee of sixty dollars (\$60)** will be assessed for the use of the kitchen facilities for the purpose of catering only. Also, if the caterer needs to use the kitchen equipment (stoves, dishwasher, etc.) a church member must be present as per our insurance policy and a \$10 per hour fee will be charge for that member to serve as an attendant.

#### **General Guidelines**

- Wash and dry all utensils after use and store them in the proper places.
- Empty and wash all coffee urns.
- Dispose of all bags, bottles, boxes, etc.
- Dishes brought into the kitchen should be returned to their proper owners and not left in the kitchen.
- No kitchen equipment is to be taken from the Fire House premises.
- Clean up all spills on the counters and floor.

## Refrigerator/Freezers

- No left-over foods are to remain in the refrigerators/freezers when you leave.  
WE WILL DISPOSE OF ALL FOOD LEFT BEHIND.
- Clean up all spills in the refrigerators/freezers.
- Catering service is provided by First Christian Church G.R.O.W. Ministry (Giving Renewal Opportunities to Women). If you desire food to be prepared and served onsite, contact First Christian Church, 53 West Main , (765/473-3105) for more information.
- Use of the stove, convection oven and dish washer is strictly prohibited except by First Christian Church trained kitchen personnel.**
- Damage: any damage should be reported to the office of First Christian Church located at 53 West Main, **IMMEDIATELY, or to the "Firehouse Host" as soon as possible.**

## VI. Use of the Fireside Room (2<sup>nd</sup> Floor)

1. Adult supervision of children is required in the Fireside Room at all times.
2. No unsupervised eating or drinking by children in the Fireside Room
3. Return all furnishings to their proper place and turn off all lights after the use of the Fireside room.
4. 30 person maximum capacity

## VII. User's Custodian Responsibilities

### **The User: (Contract Signer)**

- Is the responsible party accountable for the facility use. This person will pay fees; oversee the clean up; perform the inspections; oversee the replacement of equipment and furnishings in their proper location; answer any questions of the designated church staff member and receive any deposit refunds.
- Will set definite appointments for all caterers and delivery people for delivery and removal of equipment, food items and other supplies. Insure that someone is on site to receive him/her. Will not leave anything in the refrigerators or anywhere else in the facility; take everything you brought with you.
- Will insure that equipment and rented property is picked up promptly.
- Will make sure that all trash is placed and secured in proper receptacles.
- Will take care in setting up and taking down, and will make sure that nothing is dragged across carpet or floors.
- Any damage should be immediately reported to the church office at 53 West Main or "Firehouse Host."

## VIII. Fee Schedule

### 1<sup>st</sup> Floor Activity Room:

#### Attendance

|                 |                      |
|-----------------|----------------------|
| 0 – 40          | \$100.00 per 2 hours |
| 41 – 99         | \$150.00 per 2 hour  |
| 100 – 150       | \$200.00 per 2 hours |
| Open Houses     | \$200.00 per 2 hours |
| Additional Time | \$50.00 per hour     |

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Fireside Room (2 <sup>nd</sup> Floor) | \$50.00 per 2 hours                 |
| Kitchen for Catering                  | \$60.00                             |
| Use of Firehouse Tableware            | \$15.00                             |
| Kitchen Attendant (as required)       | \$10.00 per hour                    |
| Sound Booth Operator                  | \$10.00 per hour                    |
| Set-up                                | One hour prior to event - no charge |
| Take-down                             | One hour after event - no charge    |
| Additional tie up time (for set up)   | \$10.00 per hour                    |
| Set-up/take-down by FCC Staff         | \$20.00 1-40 people                 |
|                                       | \$30.00 41-99 people                |
|                                       | \$50.00 100+ people                 |

## FIRST CHRISTIAN CHURCH CORE VALUES

1. We desire those professing a relationship with Christ to grow more intimate in their daily walk with Him. This is an act of worship. "Therefore, brothers, by the mercies of God, I urge you to present your bodies as a living sacrifice, holy and pleasing to God; this is your spiritual worship. Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God." (Romans 12:1-2)
2. We desire to produce a community of believers committed to taking the message of the love of Christ to those who need to hear it beyond our walls and into our world. This is an act of evangelism. "Go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." (Matthew 28:19)
3. We desire to continually grow deeper in our understanding of God's Word because of our belief that the Bible is the divinely inspired, God-breathed, infallible completely authoritative Word of God that is our guide for daily living. This is an act of discipleship. "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work." (2 Timothy 3:16-17)
4. We desire to empower each member of First Christian Church to be actively involved in serving others in the body of Christ and serving those outside the church by helping them discover and employ their spiritual gifts along with their heart passions, abilities, personality, and experiences. This is an act of ministry. "As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God." (1 Peter 4:10)
5. We desire to promote within the members of First Christian Church a common sense of unity, purpose, and accountability to the mission, vision, and goals of the church. This is an act of fellowship. "...that they all may be one, as You, Father, are in Me, and I in You; that they also may be one in Us, that the world may believe that You sent Me." (John 17:21)
6. We desire to promote a community based on authenticity and trust. We desire for those who worship at First Christian Church to have a safe place to deal with the issues of life and to live out their salvation before the Lord. It is more important for us to be real and honest before God and one another than to put on a mask to hide our true pains and emotions. "Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted. Bear one another's burdens, and so fulfill the law of Christ." (Galatians 6:2)
7. We desire for First Christian Church to remain steady and in line with Scriptural teaching in terms of our values and doctrine. Furthermore, we desire to "become all things to all men that I might by all means save some." This means we will embrace new methods and new ministries so that we may be effective in creatively presenting the gospel to all generations. "For though I am free from all men, I have made myself a servant to all, that I may win the more... to the weak I became as weak, that I might win the weak. I have become all things to all men that I might by all means save some." (1 Corinthians 9:19, 23)
8. We believe in the sanctity of marriage, as defined in the Holy Bible. 1 Cor. 7:2-3 says, "Since there is so much immorality each man should have his own wife, and each woman her own husband. The husband should fulfill his marital duty to his wife and likewise. The Bible speaks of keeping marriage holy and pure between a man and woman, but the Bible never speaks of two people of the same-sex being holy or pure or of God. The Bible speaks of homosexuality in many verses such as in Leviticus 20:13, "If a man lies with a man as one lies with a woman, both of them have done what is an abomination, they shall surely die." Romans 1:27-27 says, "Because of this, God gave them over to shameful lusts... Men committed indecent acts with other men, and received in themselves the due penalty for their perversion." The Bible only speaks of marriage being good and wholesome when it is speaking about a marriage between a man and a woman.