

# HIGH HILL CHRISTIAN CHURCH

## -- Building Use Policy --

### 1. SCHEDULING:

- a) All scheduling must be done through the Board of Elders. This must be done by all groups intending to use the facility. An approved, responsible adult must make the appropriate arrangements in advance.
- b) High Hill Christian Church functions will have priority. However, if an event by a non-member has been previously scheduled, that event will take priority.
- c) Approval for use will be granted by the Board of Elders.

### 2. RULES & REGULATIONS: **All occupants**

- a) High Hill Christian **will not** be responsible for any personal accident, theft, or loss while on or about the facility's property.
- b) There will be no drugs, alcohol, tobacco, abusive language, offensive music, or gambling allowed anywhere on the grounds. Christian behavior will be expected.
- c) Sporting events will mandate the use of shoes for gymnasium use with non-marking soles. Under no circumstances are street shoes to be worn during any sporting event.
- d) Unless the facility is being used for a food function (i.e. dinner) food and drinks are barred from inside the gymnasium.

### 3. RULES & REGULATIONS: **High Hill Christian Church Members**

- a) The responsible adult making the reservations will be charged with seeing that the portion of the facility their group uses is cleaned and vacuumed prior to vacating the premises. The facility will be left in like or better condition than before its usage.
- b) Family gatherings will be allowed.  
**Note:** The usage of the facility does not include the use of the kitchen area. The kitchen may be used after securing special permission. Usage of the kitchen only includes the use of sinks, stove/oven, microwave ovens, and counter space. It does not include disposable paper or plastic serving products.
- c) The party responsible for renting the facility will need to secure a key to the facility from the Elders and return it to them after the event.
- d) All accidents, damages, and/or other emergency situations on or to the grounds, or to the building and related rooms, will be reported to the Board of Elders.

### 4. RULES & REGULATIONS: **Usage by Groups Other Than High Hill Christian**

- a) Usage will be considered on an individual basis with fees set accordingly and pending the approval of the Board of Elders.
- b) Maximum capacity will be limited to 400 persons. Seating for over 200 people will have to be provided by the group renting the facility.
- c) A two hundred dollar (\$200.00) damage and cleaning deposit will be required payable one (1) week prior to use, along with the usage fee. Said damage and cleaning deposit will be refunded no earlier than one (1) week after rental pending satisfactory evidence that no damage or loss has occurred.
- d) The responsible adult making the reservations will be charged with seeing that the portion of the facility their group uses is cleaned and vacuumed prior to vacating the premises. The facility will be left in like or better condition than before its usage.  
**Note:** If the usage fee is not paid as stipulated above, the facility may be rented out to another group or organization who does pay said fee for that same date and time.
- e) The usage of the facility does not necessarily include the use of the kitchen area. The kitchen may be used after securing special permission. Usage of the kitchen only includes the use of sinks, stove/oven, microwave ovens, and counter space. It does not include disposable paper or plastic serving products.
- f) Fee for use of kitchen - fifty (\$50.00).
- g) All accidents, damages, and/or other emergency situations on or to the grounds, or to the building and related rooms, will be reported **immediately** to the Elders.

NAME OF GROUP USING THE FACILITY: \_\_\_\_\_

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

DATE & TIME REQUESTED: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

I have read the policy sheet and as the person responsible for making the arrangements I accept the responsibility of seeing that these policies are carried out. I (we) will not hold High Hill Christian Church responsible for lost or stolen items, or for personal injuries.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

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Please make checks payable to: HIGH HILL CHRISTIAN CHURCH  
852 Booneslick Road  
High Hill, MO 63350

Building Use Fee: \_\_\_\_\_ Approved By: \_\_\_\_\_