



COMMUNITY COVENANT CHURCH

LOVING GOD • FOLLOWING JESUS • SERVING OTHERS

USE OF CHURCH CAMPUS AND FACILITIES

Potential Uses and Users. Community Covenant Church seeks to be a good steward of all that's entrusted to it. As a result, the Leadership Board has approved this policy as a means of prioritizing the use of the church campus and facilities (in ways that are not inconsistent with Community Covenant's mission, purpose, and beliefs), and of the related costs, by:

- Community Covenant Church ministries;
- Church members or regular attendees for family and civic events; and
- Other non-profits that serve the local community.

POTENTIAL USERS

Community Covenant Church Ministries. **First priority** for the use of the campus and facilities is given to church ministries. (This includes all church ministries that receive support through the annual operating budget.)

- There is no fee for the use of the space.
- Generally, there is no fee for labor. (The exception would be for special events in the sanctuary when the sound system or projection system is used.)

Church Members or Regular Attendees. Space that is not needed by a church ministry can be requested for use by church members or regular attendees for family and civic events that are not inconsistent with Community Covenant's mission, purpose, and beliefs. As you will see below:

- There is no space fee for one-time or periodic events that are small.
- There is a space fee for large events (*which is waived for memorial services*).
- There are recommended (*minimum*) fees for the user to pay directly to those providing services.

Non-Profits Benefiting Local Community. Space that is not needed by a church ministry can be requested for use by other non-profits events that are not inconsistent with Community Covenant's mission, purpose, and beliefs. As you will see below:

- Generally, there is a fee for the use of the space.
- There are recommended (*minimum*) fees for the user to pay directly to those providing services.

FACILITY AND SERVICE FEES

Facility Fees Per Space. There are no facility fees for church ministry events, or for one-time or small periodic events of church members or regular attendees. For others:

<i>Church Member or Reg. Attendee</i>	<i>Local Non-Profit</i>
---	-----------------------------

MAIN BUILDING

Youth Room (1186 sq. ft.)		
Half Day	\$125	\$250
Full Day	\$200	\$400
Prayer Room (345 sq. ft.)		
Half Day	\$125	\$250
Full Day	\$200	\$400
Worship Center & Family Room (4400 sq. ft.)		
Half Day	\$400	\$800
Full Day	\$700	\$1,400
Fireside Room (669 sq. ft.)		
Half Day	\$125	\$250
Full Day	\$200	\$400

STAMPEDE BUILDING

Media Room (1385 sq. ft.)		
Half Day	\$125	\$250
Full Day	\$200	\$400
Multipurpose Room (1910 sq. ft.)		
Half Day	\$175	\$350
Full Day	\$300	\$600
Kitchen (550 sq. ft.)		
Half Day	\$125	\$250
Full Day	\$200	\$400
Courtyard (669 sq. ft.)		
Half Day	\$125	\$250
Full Day	\$200	\$400

Facility Fees for Using Multiple Spaces. There are no facility fees for church ministry events, or for one-time or small periodic events of church members or regular attendees. For others:

	<i>Church Member or Reg. Attendee</i>	<i>Other</i>
Weddings		
Use of Sanctuary & Family Room, Fireside Room, and either the Prayer Room or the Youth Room	\$750	\$1,500
Other Multi-Space Events	50%	TBD

Service Fees. Generally, there are no service fees for church ministry events. For all others, the recommended (*minimum*) fee for the user to pay a service provider is:

Officiant: \$500

Each Media Booth Member (*who must be a trained CCC staff member or volunteer*):
\$250

Each Musician: \$175

Additional Requirements and Fees.

- Facility fees do not include removal of furniture.
- Available for rent are tables (\$10 each) and chairs (\$2 each).
- Large events require a cleaning fee (\$375); hiring an Event Coordinator selected by the church (\$400); and designating someone other than the bride or honoree to work with the Event Coordinator.
- Individuals or groups granted use of the church facilities shall be held responsible for reimbursing the church for any extra cleaning, loss or damage to church owned property caused by such use.
- A certificate of liability insurance is required of facility use renters who are not church members or regular attendees.

REQUESTING THE USE OF SPACE

Online Facilities Use Request Form. All those who wish to use the campus or facilities must reserve the space via the online facilities use request form. (*If an individual does not have access to the online form, please leave a message at the church office by calling 805.967.2671.*) The Online Facilities Use Request Form includes an opportunity to request one or more exceptions to this policy.