

## CEFC Facility Use Fee's & Information

The church facilities will be available for use for most activities within the church and community with priority given to church ministries. All other uses must be presented to the office for scheduling and approval by the Staff. The procedure will be as follows:

1. Facilities are requested thru our online form's found & filled out here: [mycefc.org/buildinguse](http://mycefc.org/buildinguse)
2. If it is to be used by a ministry within the church, that ministry is responsible for set up, tear down and clean-up of ALL areas used for that time period. (Note: This does not concern regularly scheduled ministry activities.)
3. The facilities will be available on an "as requested basis" during reasonable hours when our facility is not being used for a church or church-related function. **The maintenance department is not responsible to set up or tear down from any of these functions.** It is our expectation that all activities will not conflict with our CEFC Church Policy. All non-ministry events must adhere to the fee schedule with payments due upon approval of the event. Personal, or business gain is not permitted.
4. Weddings are an approved use for our facilities, however CEFC reserves the right to say no for their approval based on their discretion & availability. It is difficult for CEFC to approve late night Saturday activities because Sunday morning is our primary use of the facility. While receptions are permitted, alcohol is not allowed to be served at these events on our campus.
5. Any sound, lighting, media, & cleaning needs come with either an hourly fee, or a set cost per event. You can see these fees listed below. CEFC's equipment for sound, lighting, & media may only be run by one of our trained staff or team members.
6. Building use forms are due a minimum of 6 weeks prior to any requested date or event.
7. Funerals & memorial services will be coordinated with the presiding pastor.
8. CEFC reserves the right to make exceptions to these rules and fees.

Facility Use Fee Schedule			
	FLC	CEC	The Loft
CEFC Partners	\$100	\$50	\$25
Non-Partners	\$200	\$100	\$50
Re-fundable Security Deposit (Returned after if no damage)		\$200	
FLC Technician Fees			
Sound / Lights / Media		\$20/Hour/Per Person needed	
Cleaning		\$100 Per Event (Depends on Availability)	

# CEFC Facility Use Checklist

- If needed, obtain the Family Life Center (FLC) and/or CEFC Kids Building lockbox combination from the church office prior to date of event.
- If you use church utensils, bowls, coffeepots, etc. please wash, dry and place items where they were found.
- Do not leave food and/or drinks in the refrigerators or cabinets without proper packaging and identification.
- Wipe off tables and return all tables, chairs and equipment used to their proper places after your event. You are responsible to return all rooms used to their normal set up. Taking a picture of the original set up may be helpful to you attempt to return it to a normal set up.
- Bathroom toilets must be clean and flushed.
- Collect and bag all trash and place inside the dumpster behind the Kids Building. Trash bags and vacuum cleaners are stored in the maintenance closets.\*
- Clean and vacuum all areas following use. **Finding the buildings unclean would result in a loss of deposit, and/or additional cleaning fees.**
- Make sure all lights are turned off, all doors are locked and buildings are secured before leaving.
- Kindly report any damage to equipment or property to the church office. **Additional fees may be required due to significant damage.**

\* The FLC closet is in the lobby next to the sink, and the Kids Building closet is by the exterior glass doors.

**By signing this document, you agree to abide by, and honor all the the above statements.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_