

# Citylight Council Bluffs Church Building Usage Policy

We are honored that you are considering using Citylight Church - Council Bluff's building for your event(s)! We consider our building a tool that is meant to be used for the good of our city and the advancement of the mission of our church. We want our building to be used way more than just Sunday mornings, and love to consider various opportunities for the building to be used.

1. **A notice of 30 days is requested** for approval and to ensure no calendar conflicts.
2. The use of the building **must align with the bylaws and addendum** ("Regarding the Faith Community and Mission of the Christian and Missionary Alliance and its Ecclesiastical Entities") as well as the mission and vision of Citylight Church.
3. Usage of the church building and its facilities will be **prioritized to members of or individuals who regularly attend Citylight Church and their families** and will be approved by a Pastor or the Advisory Team.
4. **To reserve the building**, individuals or groups are to contact a Pastor *and* complete this Building Usage Policy. If a Pastor has any questions, he will bring it to the attention of the Advisory Team.
5. **Most likely, there will be no rental charge for members and regular attendees of Citylight Church** using the building for showers, birthdays, or anniversaries. The Pastors and/or Advisory Team will make any final decision on whether an activity is church related or not.
6. It is expected that **each event will clean up the building immediately after their event**. This includes, but is not limited to, vacuuming/sweeping the floors, returning chairs and tables to their original location, cleaning any kitchen areas used, taking all trash out to the dumpster on the South end of the building, replacing trash bags into the cans, and cleaning bathrooms.
7. We are open to individuals or groups who are not members of our church using our building, as long as their event accord with the bylaws, addendum, mission, and vision of our church. **The fees are:**
  - \* \$200 for a full-day use (lasts 8 or more hours)
  - \* \$100 for a custodial fee, if our custodial team is available. If the custodial team is not available, then it is the responsibility of the event party to clean the building immediately after its use.
  - \* \$50 Sound System Fee, if a member of our sound system is available. If a member of the sound system team is not available, the use of our sound system is also not available. Pastors and/or the Advisory Team may adjust or waive rental fees on a case-by-case basis.
8. Only authorized members of Citylight Church's sound team will be allowed to **operate the sound system**. Please contact Pastor Erick before using the sound system.
9. **No alcoholic beverages** are allowed in the church building or on the church property.
10. No **smoking** is permitted inside the building, but is permitted outside the building.
11. **All fees must be paid** 30 days prior to the events. If the event is booked less than 30 days before the event, then all fees must be paid 7 days prior to the events. All fees are non-refundable.
12. **The Renting/Usage Party agrees to indemnify and hold Citylight Council Bluffs Church NOT LIABLE for any personal damages/injuries that may occur in connection with the event.**
13. **The renting/usage party is responsible for any damages** to the building and/or property related to their event. The renting/usage party is also responsible for any expense due to extra cleaning required as a result of their use of the building.

# Citylight Council Bluffs Church Building Use Policy Agreement

*By signing this agreement, the undersigned agree with all the terms and conditions set forth therein. Failure to adhere to such terms and conditions may result in immediate loss of the renting party's privileges to use the church facilities and loss of the renting party's deposit.*

Name of Responsible Individual: \_\_\_\_\_

Contact Phone of Responsible Individual: \_\_\_\_\_

Address of Responsible Individual: \_\_\_\_\_

Email of Responsible Individual: \_\_\_\_\_

Signature of Responsible Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Detailed Fees or Suggested Donations: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## **Cleaning Checklist**

- \* Please place all tables and chairs neatly back into their original location, whether in the room of the event or returned to a different room.
- \* Please wash and put away all dishes or kitchen equipment used.
- \* Please check bathrooms to make sure nothing is running and all garbage is taken out.
- \* Please vacuum any carpet spaces used and sweep any concrete/tile floor spaces used.
- \* Please empty all used trash cans and take to the dumpster on the South side of the building.  
Replace the liners in the trash cans from the cleaning supplies in the Hospitality Room cabinets (located to the left of the refrigerator).
- \* Please make sure all lights are turned off.
- \* Please make sure (by pushing and pulling) that all exterior doors are locked before leaving.
- \* If given a key, please return the key by leaving it placed on the floor immediately inside the Northwest glass door.