

First Christian Church of Decatur



(Disciples of Christ)

Visit and contact us at:

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www.decaturdisciples.org

Ministers
All the People

FACILITIES INFORMATION AND RESPONSIBILITIES

For the past fifty years, First Christian Church of Decatur has offered its facilities for the widest possible number of educational, community and cultural events. It is our goal to help make each event an enjoyable experience for the participants. To insure availability while being good stewards for you and the community we encourage you to schedule/ reserve your event(s) 3 months in advance. The First Christian Church of Decatur is home to many community organizations. Allow me to mention a few of the various organizations that use our facility regularly.

Church Sponsored: Worship Services, Prayer Services, Weddings, Funerals, Educational Activities, Chancel Choir and Handbell Rehearsals, Commissions, Councils, and Developmental Activities.

Community Organizations: Alcoholics Anonymous, Alanon, Narcotics Anonymous, Retired Teachers, Voting Station, Board of Elections Voting Site, Fun and Travel, Decatur Academy of Musical Excellence, Music Together, Emory Chase and dozens of various musical studios, private /group lessons and recitals.

We recommend the following procedures for the use of church space.

- Complete a Facility Request Form and submit it to the church office. All request forms and available dates for the use of our facility can be obtained by contacting the church office at 404-378-3621.
- Upon receiving your form the Church Administrator or Senior Pastor will contact you to clarify your request and answer any questions you may have.
- Facilities are available to groups and individuals on a “first to request” basis and are subject to availability of dates and final approval by the Church’s Senior Pastor and/or Church Trustees.
- *We ask that all events begin no earlier than 8:00 AM and conclude by 10:00 PM unless special arrangements have been made.*

There is an expense incurred in maintaining the building and paying staff to support the programs. Please complete the Facility Request Form to determine any fees you might accumulate while using our facility. Remember, we are a non-profit organization and contributions are used to offset our costs which allow us to serve you better. If you have any questions regarding the form, procedures, or prices please do not hesitate to contact us at 404-378-3621 or fccdecatur@gmail.com.

Applicable Laws and Rules

In the event of an **emergency funeral/memorial service** the First Christian Church of Decatur reserves the right to refuse usage of its facilities but will gladly work with all organizations to create a satisfactory alternative plan.

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community standards. The scheduled user agrees to comply with all laws, ordinances, and rules of the First Christian Church of Decatur, the State of Georgia and the United States. This includes:

1. **Drugs and Alcoholic Beverages are Prohibited:** The usage, sale or possession on church premises of alcohol, controlled substances, or any drug not medically authorized is strictly prohibited.
2. **No smoking** is allowed inside the building.
3. **Possessions of Weapons and Explosives are Prohibited:** Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials are not allowed within the building or on the grounds.
4. **Alteration and Decorations:** Unless prior written permission is received from the Senior Pastor or property manager, the scheduled user shall not be permitted to alter or decorate the facility. **The user shall not drive nails, hooks, tacks, or screws into any part of the premises. Usage of tape or other adhering devices must be pre-approved in writing by the Senior Pastor or property manager.** Generally all decorating must be freestanding. In no case will the facility be defaced, marred or permanently altered.
5. Tampering with the **fire system or fire fighting equipment** is not allowed.
6. **Parking in Handicapped, Service or Fire Lanes Prohibited:** Parking along roads or in the service or fire lanes on the church grounds is not allowed. *Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times.* Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the State of Georgia.
7. **Gambling and Solicitation are Prohibited:** Unless otherwise authorized by the State Gambling Commission and the Church Trustees, gambling or solicitation in any form is not permitted.
8. **Restriction on use of Fire or Flame:** No acts or performances will be staged in which fires or flames are involved. Permission for candles must be obtained prior to the event by written approval of the Senior Pastor or Church Trustees.

9. **Noise Limitations:** All users should keep the noise associated with their event at a level that is respectful of church neighbors as well as other events happening at the same time in the building.
10. **Responsibility for Cost of Damage Repair:** The cost to repair any damage caused by the user or their guests will be charged to the user.
11. **No equipment or furnishing** belonging to the First Christian Church of Decatur is to be **removed** from any facility at any time. **No loans of equipment** are made. Some equipment is available for usage upon request in the appropriate facility. Additional fees may be collected to cover the costs of servicing this equipment.
12. The First Christian Church of Decatur **is not responsible for lost, stolen or damaged items** belonging to a scheduled event, *including but not limited to items belonging to any participant attending such event.*
13. No contract or agreements may be entered into by the scheduled user, which would lead to imply a "sub-usage" agreement with another group or individual.
14. All Food items are restricted to the Fellowship Hall. If snacks are desired for a meeting in the Pathfinders or Carmack rooms, permission must be obtained from the Senior Pastor or Church Trustees. No other areas may have food served in them for any reason.



Carmack Room



Pathfinders Room



Fellowship Hall



Sanctuary



Chapel

Parking

All scheduled users are expected to do their best to limit the impact of event parking on the surrounding residential neighborhood by providing appropriate maps or directions and by encouraging event attendees to park in designated parking areas. **No parking fees shall be charged** to scheduled users. Failure to comply with this restriction may result in towing of the vehicles in violation.

Set-up/Clean-up

The custodial Staff is responsible for all set-up and clean up. Custodial fees must be paid to the Facilities Manager. All the trash or recyclables must be disposed of in appropriate outdoor receptacles. Caterers are welcome at First Christian Church of Decatur but they must leave the kitchen and Social Hall in the same condition as it was found.

Deliveries

Whenever a function requires delivery of goods to the facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing or securing goods. Delivery time and building access must be prearranged with *Administrator/Facility Supervisor* so as not to conflict with other scheduled uses. If additional storage is needed, please include this *request and the amount of time that storage space is needed* on your reservation form.

Forfeiture of Use

Failure to comply with any of the above *implied* or stated conditions; policies and guidelines would result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility. In such cases, no deposits/fees will be refunded.

OFFSET UTILITY FEES (for 4 hour time blocks)

Sanctuary (275)	\$125.00
Social Hall (108; 85 with tables)	\$ 85.00
Chapel (75)	\$ 65.00
Pathfinders Room (25)	\$ 35.00
Carmack Room (12)	\$ 25.00

CUSTODIAL FEES	Weekday	Weekend
	(per day)	(per day)
1-50 People	\$25.00	\$50.00
51-100 People	\$50.00	\$75.00
101+ People	\$75.00	\$100.00

A custodian is required when the church office is closed and/or when an authorized staff member is unavailable for opening and closing the building. When there is clean up in advance of Sunday morning First Christian Church of Decatur reserves the right to determine whether custodial fees are necessary. Payment for the custodian is paid directly to the custodian.

SOUND TECHNICIAN FEE \$50.00

Only an authorized sound technician from First Christian Church of Decatur may operate the sound system in the Sanctuary. Payment for the sound is to be made directly to the technician.

KEY DEPOSIT FEE (refundable) \$25.00 (per key)

A key will be distributed only for long term usage (ie: every week, every month) or when it is not possible to provide a custodian to open and close. Keys for one time use must be returned within two business days of the event. Return keys to the office during regular office hours (M-F; 8:30am-3:00pm) or by special arrangement. **Keys are not to be left in the mailbox at any time.**

Fee Rules

- 1.) Fees are non-negotiable.
- 2.) Services may be recorded upon request.
- 3.) Sound Technician is required for use of sound system.
- 4.) A minimum deposit of 50% is required to reserve space.
- 5.) Make checks payable to First Christian Church of Decatur.
- 6.) All fees are due two days prior to the event.

Thank you for choosing our facility for your meeting and event needs.
~FCCD