

# Leesburg church of Christ Facility and Building Usage Policy

## ***Building Use***

Use of the church facility shall always be scheduled with the **Deacon of Administration**.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

### ***1. Who may use the Church (in order of priority)***

- a. LCOC church groups or church members using the facilities as part of the ministry of the church. **No charge**.
- b. Groups that come as invited guests of the congregation of LCOC. **No charge**
- c. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only.
- d. Outside social, civic, educational, and non-service groups, or individuals using LCOC facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. (See Fees & Charges attached.) Fees for non-member groups may be reduced or waived at the discretion of the Eldership.
- e. LCOC church members may reserve church facilities per the approval process. (See Fees & Charges attached)

### ***2. Procedures and Guidelines for Scheduling Facilities***

- a. Potential groups wishing to use church facilities should contact the administrative assistant at 229-446-2551 for a building use packet. (Packet materials are also available online.) Review the packet and submit the Building Space Application Form.
- b. Scheduled meetings of LCOC will take precedence over all other requests.
- c. Member and Non-member groups and individuals will be assigned a host/hostess for the event. (See host/hostess duties and related fees)
- d. The Deacon of Administration will approve requests for building use. Those approved for building use will subsequently need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
- e. Responsible adult supervision must be with the group at all times when facilities are in use.
- f. All minor children must be supervised by an adult.
- g. Smoking and non-prescriptive drugs are prohibited in the building.

h. Alcoholic beverages will not be permitted on church grounds.

i. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.

### ***3. Kitchen Use***

a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached)

b. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.

b. Individual member or responsible organization should be responsible for table clothes, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 1 day. (**Members only**)

c. Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc.

d. The Deacon of Administration or his designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.

### ***4. Use of Equipment***

a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from Leesburg church of Christ. The audio-visual equipment will only be operated by a member of the audio-visual team. (See Fees & Charges attached)

a. The audio and/or DVD equipment in the Fellowship Hall may be used without a member of the audio-visual team. This includes the use of the DVD player and microphones.

b. The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio tec. (See Fees & Charges attached)

c. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Minister of Administration.

d. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

### ***Fees:***

1. For nonmembers and organizations, a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.

2. Fees to defray *cost of building maintenance and operation* for outside groups and non-members will be as follows:

NONMEMBERS	Family Life Center, Kitchen & Fellowship Hall	Family Life Center & Fellowship Hall	Family Life Center	Kitchen & Fellowship Hall	Kitchen	Fellowship Hall
<b>Deposit</b>	\$600	\$450	\$350	\$375	\$300	\$150
<b>Building Fee</b>	\$800	\$500	\$400	\$400	\$300	\$200
<b>Custodial Fee</b>	\$200	\$150	\$150	\$150	\$100	\$50
<b>Hostess Fee</b>	\$150	\$100	\$100	\$100	\$75	\$75
<b>Audio</b>	\$50	\$50	\$50	\$50	\$50	\$50
<b>Total Cost</b>	\$1200	\$800	\$700	\$700	\$525	\$275

MEMBERS: Pay  $\frac{1}{2}$  the fee (total cost) but the member renting will be responsible for clean-up and serve as the hostess for the event. In the event that the member does not commit to clean up or serve as the hostess, then he or she will have to pay the full cost.

- a. Fees should be paid a week in advance of the event.
- b. In the event that your event is canceled, the deposit is non-refundable. However, if the church must cancel the event due to a church emergency or circumstances beyond its control, your deposit will be refunded to you in full.
- c. Contact the Deacon of Administration at: [leesburgchurchofchrist.org](http://leesburgchurchofchrist.org) or 229-496-2551

For the Elders,

11/1/2025

 Howard Bouldin

Howard D. Bouldin, III  
Pastoring Teacher  
Signed by: HOWARD BOULDIN

R L Loud  
Elder

Ivan Mason  
Elder

