



BUILDING USAGE GUIDELINES

(Members & Non-Members)

Effective September 1, 2017

Fairmount Christian Church is prohibited from engaging in activities which violate, conflict with, or are in opposition to its written statement of beliefs, mission, or vision (herein collectively referred to as "doctrines"). This church is also prohibited from condoning, promoting, or allowing any of its assets to be used in any way for activities that violate, conflict with, or are in opposition to its written doctrines. Therefore, Fairmount Christian Church **will** refuse service to any individual, whether member or not, and/or for any event/service/usage that violates, conflicts with, or is in opposition to its doctrines. This refusal includes services, benefits, and any and all use of church assets. In addition, Fairmount holds the Biblical position that marriage is between one man and one woman. *[Man/Woman as defined by biological standards.]* With that understanding, Fairmount will only host and our ministers will only conduct Biblical marriage ceremonies. If you have any questions, we will be happy to put you in touch with our Senior Minister.

A reservation or event will NOT be considered if:

- It conflicts with currently reserved ministry events.
- It encroaches upon the Child Care Program's hours of operation.
- It renders the entire facility unavailable for emergency usage.
- It includes any form of solicitation or sale of goods or services.
- The event or user conflicts with Fairmount's statement of beliefs, mission, or vision.

Fairmount Christian Church reserves the right to change or cancel any event for the sole priority of a Fairmount Corporate Event.

We understand the importance of every event request. If your request is denied and you feel additional consideration is necessary, please submit a written appeal to the Church Executive.

Reservation Process for ALL Usage - Inside & Outside, Member or Non-Member:

1. Pick up the applicable Usage Agreement AND a copy of the applicable Usage Guidelines from the church office (or download from fairmountchristian.org).
2. Review all guidelines, sign, and submit the Usage Agreement to the church office (via email at reservations@fairmountchristian.org or by fax to 804-559-8072, attention reservations). Keep the guidelines for your reference. You will be contacted regarding availability and cost. All reservation inquiries and reservations must be made in writing through the church office and are on a first come first served basis.
3. Church facilities are not available for weddings or non-ministry events on holiday weekends or during the month of December. At this time, we are not reserving the Worship Center or any part of the Worship Center facility for weddings or non-ministry-related events.
4. Reservations are not considered final until the completed and signed Usage Agreement is received and any applicable fees are paid. For non-members, dates cannot be confirmed earlier than six months prior to the date requested. Please see the fee schedule for an idea of event costs. Fees are subject to change at any time.

Usage Rules:

1. **NO ALCOHOLIC BEVERAGES OR ILLEGAL CONTROLLED SUBSTANCES ARE ALLOWED ON CHURCH PROPERTY AT ANY TIME.** Individuals under the influence of such substances are also not allowed on church property. This includes in the building, parking lot, grounds, etc. Smoking is *not* permitted anywhere inside the building at any time. No food or beverages are allowed at any time in the Sanctuary, Worship Center Auditorium, or in Room 101. Disregard of this policy may result in immediate eviction from the premises without refund.
2. **Gaining Admittance to Building:** User must specify which door(s) they want unlocked for their event and of the time that those doors need to be opened. If user's participants have not all arrived by 15 minutes after the start time of the event, user must attend to the entrance to let participants enter. **DOORS ARE NOT TO BE PROPPED OPEN AND LEFT UNATTENDED.**
3. **Specific User Responsibilities:** All users are expected to leave the building, equipment, and grounds in as good as or better condition than they found them, ensuring all equipment, furniture, and decorations are placed back in their original location. All set-up, take-down, clean-up, and re-set for the event is the sole responsibility of the party using the facility.
 - A) All trash must be collected, sealed, and placed in the dumpster located at the back of the western parking lot, and fresh liners placed in all trash cans.
 - B) All equipment, including lights and overhead fans, are to be turned off at the end of the event.
 - C) Floors must be swept and/or vacuumed.
 - D) All dishes washed, dried, and put away. Any linens used should be taken home, washed, and returned on the next business day following the event.
 - E) Bathrooms are to be left in good condition with no water running, all toilets flushed, and all lights turned off.
 - F) Classrooms must be returned to their normal Sunday morning setup which may require user to vacuum the space prior to reset.
 - G) Room 132 - Users should not attempt to open or close the dividing wall at any time.
 - H) Activity Center – all floors swept, decorations removed, trash removed, dishes cleaned and removed from sink, equipment turned off, refrigerator emptied, counters cleaned, doors locked, returned to Sunday setup, etc.

4. **NO hot plates, open flames, fire experiments, etc. are permitted in the building at any time.** Cooking, baking, etc. is permitted in kitchens only with a valid reservation.
5. **The party using the facility agrees to use only the rooms requested and to refrain their guests from roaming the building or using rooms not specifically reserved.** Unattended children/teens are not allowed in the buildings, on the playground, or on the church grounds. All children/teens must be under the control of their parents at all times.
6. **Decorations, music, ministers, caterers, etc. and their applicable fees are the responsibility of the party using the facility.** For weddings, if flowers are to be left in the Sanctuary for the Sunday services, please note on the Wedding Reservation Agreement how you'd like the Bulletin announcement worded. Otherwise, all flowers and decorations must be removed by the user at the end of the event. Any items left behind will be discarded.
7. **Candles:** In the Sanctuary, plastic sheeting will be placed under candelabras and candles to prevent wax from dripping onto carpet or window sills. The candles over the baptistry are not to be lit at any time. The user must provide their own *dripless, clean-burning* candles for use in the candelabras and/or unity candle.
8. **INSTRUMENTS:** Fairmount is happy to share the instruments with which God has so richly blessed us. The person signing the Reservation Agreement, and/or the organization they represent will be financially responsible for any loss or damage to the instruments, including but not limited to, the Sanctuary organ and piano.
ORGAN GUIDELINES: Anyone wishing to use the organ must first contact the Fairmount organist to receive specific instructions regarding the key and use of the organ. Arrangements for the return of the key should also be made at this time.
The organ is not to be moved at any time.
If needed, general instruction will be given on stops, pedals and presets. If presets are used, they must be reset to their original setting.
All music, hymn books, bench, etc. should be left as they are found.
If keyboard is used, correct method for turning keyboard and organ on and off will be discussed with the Fairmount organist. (ie. Keyboard on, then organ; organ off, then keyboard)
PIANO GUIDELINES: The piano is not to be moved at any time.
All music, hymn books, bench, etc. should be left as they are found.
Piano should be properly closed and covered after use.
9. **Financial Responsibility:** The person signing the Usage Agreement, and/or the party(ies) they represent are financially responsible for any loss or damage to the building, grounds, furniture, decorations, carpet/floors, and/or equipment. Additional fees may be assessed for the cleaning of any spaces used that are left in disarray and for any soiling of the carpet which results in the need for professional cleaning.
10. **User is hereby notified that the premises are under 24-hour recorded surveillance.**
11. **Fairmount may change these policies at any time and the user agrees to be bound by the terms of the new policies.** Any policy changes will be communicated to the user immediately upon taking effect.

Fire Pit Safety Rules & Reservations

1. The fire pit area must be reserved in advance with the Church Office.
2. A hose with nozzle must be available to extinguish the fire. If it is not, please let the Church Office know immediately.
3. There must be at least 2 adults supervising the fire at all times.
4. One adult must extinguish the fire, then return later to clean out the ashes. (Do not place ashes in the dumpster.)
5. User must bring their own wood.
6. User must properly dispose of all trash and other debris in the area.



BUILDING USAGE FEE SCHEDULE

(Members & Non-Members)

Effective September 1, 2017

FEE SCHEDULE - GENERAL USAGE:

Small, one-time, private usage by members and non-members:

Members: \$75 refundable* deposit plus \$75 per room reserved (FLC and Worship Center fees are higher). All fees must be paid in advance at which time the reservation is considered final.

*If each space used is left in good condition and all building guidelines are followed (including properly resetting the space), the \$75 deposit will be returned to the user. The user is fully responsible for any damages to the building or grounds caused by their event. Refunds will not be made to parties who violate any part of this Agreement.

Non-Members: \$75 refundable* deposit, plus \$75 per space, plus mandatory janitorial fee, plus mandatory Fairmount Rep fee, plus any fees for additional services (see below). Fees will be communicated when the completed form is received.

Additional fees for members and/or non-members may be required for the following services which must be requested in writing. All fees are paid to the church.

Janitorial Service - \$125 ~ If an event requires the services of a janitor for common use areas, the church will schedule the janitor to arrive at the end of the scheduled event. Additional janitorial fees may be assessed if any part of the property is left in disarray. Any items left after the event will be discarded. Additional cleaning fees may also be assessed if carpets are soiled to the point of having to be professionally cleaned (i.e. beverages spilled, food ground-in, etc.). **The Janitor does not setup, take down, empty trash cans, vacuum event space, sweep, wash dishes, etc.**

Fairmount-Assigned Representative ~ \$50 for up to 3 hours ~ A Fairmount Rep will be scheduled for all non-member events and for certain member events as determined by Fairmount staff. The Rep is present to assist with helping users find the spaces they've reserved, and being available for any building-specific needs or emergencies. This person does not assist with decorations, preparations, direction, photography, etc.

Sound System - \$100 for up to 3 hours ~ A Fairmount technician will be scheduled upon specific request and will then call you to assess your needs. NO ONE is allowed to access the church's sound systems other than authorized Fairmount technicians.

Kitchen Representative - \$50 for up to 3 hours ~ A Fairmount Kitchen Ministry Team Member must be present for certain usages of the main kitchen as determined by Fairmount staff. A Kitchen Usage Agreement must be completed and can be obtained from the church office.

Ministry-related meetings & activities:

No cost - reservations required. Ministry and church-related groups may submit requests by email in lieu of a completed usage form. All requests must be made in writing and sent to reservations@fairmountchristian.org. **Verbal requests for space will not be taken.** All usage guidelines must be adhered to including removing all trash, resetting all spaces used to their Sunday configuration (unless specified otherwise in writing), vacuuming, sweeping, washing and putting away all dishes, etc.

Worship Center, WC Lobby, Family Life Center, and Special Requests:

Cost varies depending on usage. Requests to use these spaces require additional approval from the Worship/Music Minister, Director of Technology, and others based on the specifics of each request.

Additional Facility Information

Sanctuary:

- Seats 400 people
- Altar area - 21' across
- Aisle - 70' (procession room to altar)
 - 6' wide
 - 6' from 1st pew to altar
- Pews - 17 on each side of center aisle
 - 7 on each side aisle
 - 2 1/8" width (for pew bow holders)

Room 132 - Seats up to 100 people with wall open

- Combination of round (60" diameter) and rectangular (6' long) tables, matching white plastic folding chairs; church does not have linens
- All setup or take-down is the sole responsibility of the user.
- Kitchenette contains ice machine, refrigerator, small stovetop & oven, and working area (large coffee pots in kitchenette are not to be used)

Family Life Center Information - Seats up to 300 people

- Combination of round (60" diameter) and rectangular (6' long) tables, metal folding chairs; church does have linens
- All setup or take-down is the sole responsibility of the user.
- Usage of the stage area, lighting, or audio system requires an Audio Technician.

Main Kitchen

- Contains commercial-grade equipment including ice machine, 2 convection ovens, gas range & oven, refrigerator, freezer, and a microwave, working area, and food service line.
- Church does not provide paper goods or supplies. User must furnish their own including plates, cups, utensils, napkins, condiments, etc.
- User is responsible for arranging all catering services with a caterer of their choosing and paying said caterer.
- Fairmount Kitchen Rep must be present at all times.



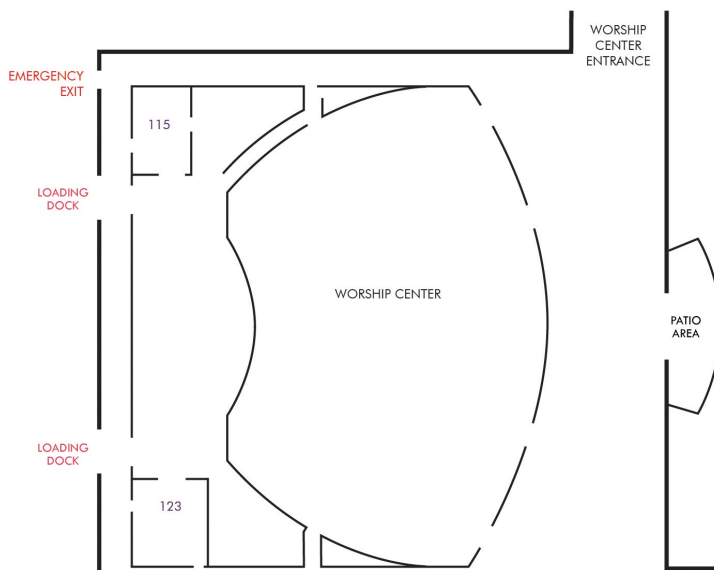
FAIRMOUNT

CHRISTIAN CHURCH

Mailing Address: P.O. Box 788 • Mechanicsville, VA 23111

Street Address: 6502 Creighton Road • Mechanicsville, VA 23111

Tel: 804-559-8070 • Fax: 804-559-8072 • fairmountchristian.org



FAIRMOUNT

CHRISTIAN CHURCH

6502 Creighton Road Mechanicsville, VA 23111

804-559-8070 | fairmountchristian.org

Building and grounds are under 24-hour surveillance.



Fairmount Christian Church

Building Usage Agreement

Mailing Address: P.O. Box 788 ♦ Mechanicsville, VA 23111

Tel: 804-559-8070 ♦ Fax: 804-559-8072 ♦ Email: reservations@fairmountchristian.org

Your reservation is "tentative." Confirmation occurs once a completed and signed agreement, and reservation fee are received.

Today's Date & Time: _____

Date(s) You Wish to Reserve: _____

Event Start Time: _____ Event End Time: _____

Setup Time Needed: _____ Cleanup Time Needed: _____

Doors You'd Like Unlocked: _____ Main Entrance Time You'd Like Doors Unlocked: _____

_____ Door Near Rm. 132

_____ Gym Entrance

_____ Rear Kitchen Entrance

PLEASE NOTE
ALL Set-Up, Take-Down,
Clean-Up & Re-Set
are the sole responsibility of
the group using the space.

Area(s) Available for Rental: (See Building Guidelines for Rules, Fees, and Map.)

SANCTUARY AREA

_____ 101 (Centennial Rm)

_____ Sanctuary

_____ 130

MEETING ROOMS

_____ 123

_____ 129

_____ 152

_____ Library

FAMILY LIFE CENTER

_____ Gym

_____ Stage Only

_____ 174

_____ 176

_____ Main Kitchen**

**Signed Kitchen Usage Agreement Required

FELLOWSHIP AREAS

_____ 132A (Kitchenette-Side)

_____ 132B

_____ 132A&B Wall Open

OUTSIDE

_____ Activity Center

_____ Playground

_____ Fire Pit

OTHER SPACE REQUESTED (Specify): _____

Group Using Facility: _____

Purpose / Usage: _____

Are You Charging a Fee for this Event? _____ Yes _____ No _____ Amount Charged Per Person

Responsible Person: _____

Signature of Responsible Person:

By using the space, I agree that I have read and am responsible to follow the Building Usage Guidelines provided.

Contact Info.: Cell #: _____

Alt #: _____

Email: _____

Date: _____

Applicable Usage Fee: \$ _____ (Usage fees for members and non-members are based on space used, duration of use, and size of the event.)

Approved By: _____	Date: _____	Entered: ___FS ___Calendar	Date Paid/Check No.: _____
Refund Approval: _____	Date: _____	Amount of Refund: _____	

Fairmount Christian Church

Main Kitchen Usage Agreement

P.O. Box 788 ♦ Mechanicsville, VA 23111

Tel: 804-559-8070 ♦ Fax: 804-559-8072 ♦ Email: reservations@fairmountchristian.org
Agreement must be completed, signed and accompanied by \$50 non-refundable reservation fee.

1. Use of Fairmount’s main kitchen facility must be scheduled through the church office.
2. A Fairmount Kitchen Ministry Team Member must be present during the entire time that the main kitchen is being used. The church office will arrange for an approved person to be present and that person will contact you directly.
3. Wedding parties must provide their own paper goods such as foil, plates, napkins, utensils, plastic wrap, etc.
4. Wedding parties are responsible for all catering, setup, take-down, etc.
5. Wedding parties must provide their own linens including dish towels, tablecloths, etc. and remove their soiled linens at the end of their event.
6. The Wedding Party Checklist must be completed, signed and left for the Janitor before the responsible party leaves the event. This checklist will guide you through the procedures that need to be followed to assure a safe, clean environment in the main kitchen.

Name of Wedding Party: _____

Description of Use: _____

Date & Time of Use: _____

Contact Person: _____

Phone Number: _____

FOR OFFICE USE ONLY Approved By: _____ Entered: ____FS

Kitchen Ministry Team Member’s Name: _____ Revised 09-01-2017