

**SOUTHPORT CHRISTIAN CHURCH  
201 E. EPLER AVE., INDIANAPOLIS, IN 46227  
(317)784-4431 – FAX (317)784-4603**

**FACILITIES USE POLICY**

Southport Christian Church (SCC) is pleased to serve the congregation and the surrounding community by sharing our facility for their use. It is expected that all organizations and persons utilizing the facilities at SCC will treat the property and furnishings in a manner consistent with biblical stewardship principles.

Priority of use of the building is as follows:

1. Those activities of Southport Christian Church which serve the church body as a whole.
2. Regular ongoing activities and meetings of the church.
3. All other functions of the church, not regularly scheduled.
4. Activities and functions of the Disciples of Christ denomination.
5. Social service and community not-for-profit/non-commercial groups.
6. Other non-church activities (excluding political groups or any profit-making activity that is not service related.)

Groups seeking the use of the building on a one time only or on a regular basis will be scheduled on the basis of space availability and the willingness of the group to abide by this Facilities Use Policy. Use of the Sanctuary will be reserved for acts of Christian worship and practice, subject to the discretion of the Senior Minister. Normally, no groups will be scheduled for usage during worship services. Southport Christian Church reserves the right to cancel scheduled dates for reasonable cause.

All requests of non-SCC related events must be made in writing by completing a Facilities Use Request Form available through the church office. Those falling in categories 5 and 6 from the above list will need approval by the Senior Minister and/or the Oversight Committee. These requests cannot be made more than six months prior to the date of the event. **The contact person MUST be present at the event at ALL times. This person will be the one responsible to SCC for the time and space that is being used and accepts any liability in the event of damage to the facility.**

**All consumable items are to be provided by the user (food, paper products, flip charts, etc.) Smoking, alcoholic beverages, illegal substances, rice, confetti, inappropriate language, or gambling are not permitted on the property of SCC.** SCC reserves the right to cancel any agreement immediately due to non-compliance with these issues. Burning of candles or incense is prohibited due to the possibility of causing a fire. (The exception to this is in relation to a church-related worship service using candles under strict supervision.)

No taping of any type, adhesives, staples, or tacks are to be used on any wall surface. "Plastitak" is allowed on painted (concrete or block walls) for hanging things. Any item found improperly displayed will be removed and any damage to the above will be charged to the contact person.

When requesting the use of a room, you may require a specific arrangement (additional tables and chairs). Should you choose to take care of the set up, tear down, removal of trash, and putting the room back to its original condition, there will be no charge for the use of the room.

If assistance is needed which requires additional time of our custodian, a custodial fee will be charged.

**You are required to notify the Kitchen Chairperson if you plan to use the kitchen for your event.** (Sandy Hayes 888-4695). If you have prepared food before the event, you may leave it in the refrigerator and/or freezer, labeling it with the date of the function and your name. After your event, DO NOT leave any food in the kitchen. All pots, pans and utensils must be washed, dried and put away. Sweep and mop up any spills on the floor. Empty trash cans and take to the dumpster. Wipe off tables, counters, chairs. Wet towels are to be taken home, laundered and returned to the church kitchen. All decorations must be removed. **No latex balloons are permitted in the building.**

I, \_\_\_\_\_, accept responsibility for use of Southport Christian Church as outlined in this policy and detailed on the Facilities Use Request Form. SCC is not held liable or responsible for any personal injury or accident that occurs during my use of the facility.

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

Signed: \_\_\_\_\_

**FACILITIES USE REQUEST FORM**  
Please complete and return to the church office.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Actual Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Room Needed From \_\_\_\_\_ to \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Indicate equipment needed:**

- Rectangle Tables Qty \_\_\_\_\_ Number of chairs at each table \_\_\_\_\_
- Round Tables (Only 9 are available) Qty \_\_\_\_\_ Number of chairs at each table \_\_\_\_\_
- Projector & Screen (check for availability)
- Sound System (sound tech must be present at event)
- Microphones (sound tech must be present at event) Qty \_\_\_\_\_
- Podium

**Draw a diagram for the room set-up.**

The fee for the use of this room is \$\_\_\_\_\_

The custodial fee is \$\_\_\_\_\_ (if you sweep, take out trash and reset room, fee is waved.)

The sound technician fee is \$\_\_\_\_\_ Time technician to arrive: \_\_\_\_\_  
Fee is a minimum of \$50. If additional services and/or set up is required, an additional fee of \$25.00 per hour will be charged. Make check out to: \_\_\_\_\_

Do you need a key and security code?  Yes  No

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