## CCMC Facility Use Application Form

2014

To help serve all that use this facility, we ask you to comply with this **General Rules and Regulations**

**Before you request a room, here are some things you should know:**

* This is only a request, not a contract. Do not assume that the room is reserved until you have received confirmation from a CCMC facility management deacon.
* If you have questions about **fees and church hours**, please see [**General Rules and Regulations**](http://www.biblechurch.org/m/facility/feestructure.html).
* Unless you are requesting space for a CCMC event (Easter Festival, Youth Retreat, Deacon meeting, etc.) rooms cannot be requested more than 90 days in advance. If you submit a request prior to the 90 days, it will be returned to you. The only exceptions are weddings, which we will book 9 months in advance; and concerts and other large-scale events, which we will negotiate with you an appropriate timeframe.
* **Please give first and second choice of days of the week and dates if possible** - our building is increasingly busy in weekends and many requests cannot be accommodated on their first choice date.
* **If you are planning an event in the Auditorium which will require A/V support -** we must have at least 3 weeks notice in order to be reasonably sure that we will have A/V staff available. If this is within that timeframe, please contact CCMC facility management deacon to discuss your A/V needs.

If nothing listed below applies to you,[go straight to the **Room Request form.**](http://www.biblechurch.org/m/facility/request.html)

**Weddings**: Are you requesting to hold a wedding here? Go to the **Wedding Information page**.

**Recitals**: Are you requesting to hold a recital here? Go to the **Recital Information page**.

**Childcare**: Are you requesting rooms for childcare, a playgroup, or an event involving children under the age of 11, including childcare during an adult meeting, class, or event? See our **Childcare Policy** and sign the **Release Form** before requesting a room.

**Kitchen**: Are you planning to use Dining Hall/Kitchen? Go to the Kitchen Information page.

**Equipment**: Do you just need to request equipment (A/V, coolers, etc.) and don't need space at the building? [Contact](mailto:jane@biblechurch.org) CCMC facility management deacon.

**Security**

1. The CCMC is gated; both building are locked; and the auditorium building is installed with security system.
2. If one of CCMC building key holder participates the event, he or she is asked to be responsible for the security for the whole event period.
3. In case no any of CCMC building key holder participates the event, the applicant has to ask a key holder to be present for the security.

### Safety

1. Be familiar with emergency exit routes.
2. Fire extinguishers are located in each hallway.
3. Please be aware that public phone is not provided in the church. You have to use cellular phone to contact with outside.
4. If safety covers on electrical outlets are removed in nursery room, please replace them.
5. Please do not hang anything from ceiling - this is a fire code violation. All decorations, posters, etc., that you wish to hang on walls must be pre-approved and must be attached to walls with approved adhesives.
6. Any use of open flames or heating devices is strictly prohibited. This includes candles and heating elements for food.
7. Report all accidents to the CCMC facility management deacon.

**Room and Equipment Rates**

The following rates apply to all non-CCMC ministry use.

This includes non-faith based groups or faith based groups and church members engaging in social events. Examples: recitals, rehearsal dinners, meetings, showers, graduations, receptions, etc.

These rates apply to one time usage. Any regular use must be negotiated.

You are charged for not only the length of the event, but also the time it takes you to do set up and clean up. These rates do not include sound, stage lighting, clearing or resetting of stage or clean up.

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| **Room** | **Rates** |
| Auditorium | $60/hr for groups of 200 or fewer; please consult the Facilities Director for larger groups or for concerts and special programs requiring special staffing (such as A/V folks) |
| Youth Ministry Hall | $30/hr |
| Classroom A-D | $10 per hour |
| Dining Hall |  |
| …. |  |

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| **Equipment** | **Rates** |
| Piano | $10/hr |
| A/V system | $5/hr |
| Kitchen | $10 per hour |
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The Facilities Director reserves the right to restrict the amount of chair movement in the auditorium. If there is any unauthorized movement of chairs there is a $50 fine in addition to the fees.

Auditorium chairs are not to be moved without permission of the Facilities Director.

**Equipment Usages**

**The charge for any commercial use or event that charges a fee** must be negotiated with the Facilities Director on a case by case basis.

**Audio Video charges in the Auditorium** are as follows. Fees are based on the amount of time and the number of AV personnel required for an event. Each of the items shown in the table below may require a separate AV person dedicated to the task. For example, your event may be a concert that you want to have recorded on DVD. The concert will probably require one AV person to run sound and another to run video equipment bringing the cost to roughly $50 per hour. Sometimes, depending on the needs an event, it is possible for one person to accomplish more than one task. Example: you want the stage lights turned on for your concert – this can be done by either the sound person or video person, and the cost again is roughly $50 per hour. If however, you want lighting changes made during the concert, a third AV person will likely be needed bringing the cost to roughly $75 per hour.

Please note that the amount of time worked by AV personnel will be somewhat greater than the scheduled event time due to set-up and post-event work depending on the needs of the event.

Requests for Auditorium AV use should be submitted at least 3 weeks in advance of the event date. CCMC will provide trained AV personnel and an estimate of cost for AV use.

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| **AV Use** | **Fee** |
| Sound production for groups using the house PA system | $25/hr |
| Sound recording  -  a CD can be made of your event | $25/hr |
| Video production  -  showing DVDs, PowerPoint slides, etc. | $25/hr |
| Video recording  -  a DVD can be made of your event | $25/hr |
| Lighting  -  stage lights and house lights requiring an attendant | $25/hr |

For events not requiring AV personnel services, a sound lectern with a built-in PA system is available for $20.

**CCMC Facility Use Application Form**

**\*** Indicates required field

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| **Organization** \* |  |
| **Contact person** \* |  |
| **Phone number \*** |  |
| **Email address \*** |  |
| **Mailing address for invoicing \*** |  |
| **Have you read and agree to comply with our General Rules and Regulations? \***  *Note: If you are requesting a room for a recital, please see our Recitals page instead of our Room Use Guidelines. If you are requesting rooms for childcare, please see our Childcare Policy page in addition to the Room Use Guidelines.* | Yes  No |
| **Day of the week\***  Please give a first and second choice for your days and date(s) |  |
| **Date(s) of event \*** |  |
| **Actual Start time \*** |  |
| **Actual End time \*** |  |
| **Amount of time required for setup \*** |  |
| **Amount of time required for clean up \*** |  |
| **Description of even t\*** |  |
| **Purpose of event \*** |  |
| **Number of people expected at event \*** |  |
| **Room(s) requested \***  To see a map of the building and pictures of rooms, go to the Interactive Maps section.  *Note: If you need rooms for childcare, please see the Childcare Policy page and request those rooms along with the rooms you wish to reserve for your event.* |  |
| **Will you be serving food? \*** | Yes  No |
| **If you are serving food, will you be using a caterer?** | Yes  No |
| **What will you serve?**  *Note: To avoid staining, CCMC does not allow colored drinks or beverages to be served in carpet areas.* |  |
| **If you are serving food, will you be using our dining hall and kitchen?**  *Note: Hot water, tea and cold food can be prepared in CCMC kitchen; but cooking food is not allowed due to safety reason.* | Yes  No |
| **Will you be charging admission, or does the sponsoring organization require a fee or dues to belong? \*** | Yes  No |
| **How many tables, chairs, podiums, etc. do you require? (Tables and chairs will be brought to your room for you to set up in the format you want.) \***  *Note: We have both rectangular and round tables, both seat 8 people.* |  |
| **If you have any Audio/Visual needs (sound, PowerPoint, overhead projector, etc.) please state them. \***  *Note: All sound, videotaping, and PowerPoint in the auditorium must be administered by a member of the CCMC AV team. See our fee structure for AV rates.* |  |
| **Will you need a key holder? \*** | Yes  No |
| **Notes** |  |

**WAIVER OF LIABILITY**

This Waiver is between the user of the church facility/property **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (“The User”) and Chinese Christian Mission Church (“The Church”), the owner of the church facility/property as specified below.

**The parties agree as follows**:

1. **Location**. Facility at 4528 Bennett Memorial Road, Durham, 27707
2. **Date/Time.** ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Liability.** The User of the church facility hereby declares, The Church shall not be liable for any situation or condition which, through prior knowledge, action, inaction or indifference which could or reasonably assumed to have prevented or limited death, injury, dismemberment, illness, accident or other condition to The User, their guest, family, visitors or any entity invited by or drawn to visit said The User while on or approaching The Church property.
4. **Indemnification.** To the fullest extent permitted by law, The User shall defend, indemnify, and hold harmless to The Church, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of The User, its agents, employees, and guests. The requirements in Paragraph 3 will not be construed as limiting the scope of this indemnification.
5. **Amendment.** The parties may change this Waiver only through a written amendment signed by The Church or their appointed representative.
6. **Applicable Law/Remedies.** This Waiver shall be governed by the laws of the State of North Carolina. The parties shall have all remedies available by law or in equity.
7. **Termination.** The Church may terminate this Waiver giving The User written notice of termination.
8. **Terms and Conditions.** The User acknowledges that it has read the Waiver completely, and shall fully comply with all terms and conditions.

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| **THE USER:** |  | Date: |  |
| Signature: |  |
| Name: |  | Phone No.: |  |