

Fairmount Christian Church

Building Usage Guidelines

1. Reservations must be made in writing through the Fairmount Christian Church office, cbranch@fairmountchristian.org. **Reservations are on a first come first serve basis and are not confirmed until the completed and signed Building Usage Agreement is received and any applicable fees are paid.**
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. **Daily usage fees** for each event apply to both members and non-members and will be provided when it is determined if the space is available. Additional fees may be required for the following services which user must request in writing. All fees are paid to the church.
 - A. Fairmount Representative ~ Non-members are welcome to use the church facility, however, an approved Fairmount Representative must be present at all times. Arrangements for a Fairmount Representative must be made with the church office at least 7 days in advance of the event.
 - B. Sound System ~ 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.
 - C. Kitchen Representative ~ A Fairmount Kitchen Ministry Team Member must be present for certain usages of the main kitchen. If necessary, the church office will arrange for a Team Member to be present. The Team Member will then call the contact person to work out any details. A Kitchen Usage Agreement must be completed and can be obtained from the church office.
 - D. Janitorial Service ~ 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. 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.** (See #4 & #6).
4. **All set-up, take-down, clean-up, and re-set for the event is the sole responsibility of the party using the facility.** 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. Rooms used must be re-set to their normal setup unless otherwise specified. The church does not provide setup or take-down services.
5. Unattended children/teens are not allowed in the buildings, on the playground, or on the church grounds. When children/teens are in attendance, they must be under the control of their parents or adults AT ALL TIMES and are not permitted to roam freely on church property.
6. Any user is 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 trash must be sealed and placed in the dumpster located at the back of the western parking lot, and fresh liners placed in all trash cans.** All equipment, including lights and overhead fans, are to be turned off at the end of the event. Activity Center – all floors swept, decorations removed, trash removed, dishes cleaned and removed from sink, equipment turned off, refrigerator emptied, counters cleaned, doors locked, etc. Bathrooms are to be left in good condition with no water running, all toilets flushed, and all lights turned off. **Classrooms must be returned to their normal Sunday morning setup which may require user to vacuum the space prior to reset.**
7. **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.
8. NO hot plates, open flames, fire experiments, etc. are permitted in the building at any time. Cooking, baking, etc. is permitted in kitchens only.
9. The person signing the Building Usage Agreement, and/or the organization they represent will be financially responsible for any loss or damage to the building, furniture, decorations, equipment, etc. Additional fees may be assessed for the cleaning of any spaces used that are left in disarray (see #3D).

Fairmount Christian Church

Building Usage Agreement

P.O. Box 788 ♦ Mechanicsville, VA 23111

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

Reservation is confirmed only when completed, signed agreement and reservation fee are received.

Today's Date & Time: _____

Day(s) & Date(s) Requested: _____

Event Start & End Times: _____

Setup time needed (How many minutes before event?) _____

Cleanup time needed (How many minutes after event?) _____

Which entry points do you need to be unlocked for your event? _____

What time do you want the door(s) open for your event? _____

Area(s) Requested: (Map on Reverse Side; Also See Building Guidelines)

<p>SANCTUARY AREA</p> <p>_____ 101 (Centennial Rm)</p> <p>_____ Sanctuary</p> <p>_____ 130</p> <p>_____ 132A (w/Kitchenette)</p> <p>_____ 132B</p> <p>_____ 132A&B Wall Open</p> <p>_____ Music Suite</p> <p>OUTSIDE</p> <p>_____ Trailer 1</p> <p>_____ Trailer 3, Room A</p> <p>_____ Trailer 3, Room B</p> <p>_____ Activity Center</p> <p>_____ *Grounds (Specify Below)</p>	<p>PRESCHOOL HALLWAY</p> <p>_____ 104 (Bees)</p> <p>_____ 106 (Infant Nursery)</p> <p>_____ 108A (First Steps)</p> <p>_____ 108B</p> <p>_____ 110 (Ducklings)</p> <p>_____ 111 (Lions)</p> <p>OTHER</p> <p>_____ 113 (Library)</p> <p>WORSHIP CENTER AREA</p> <p>_____ Worship Ctr (Auditorium)</p> <p>_____ South Rm.</p> <p>_____ North Rm.</p> <p>_____ Foyer Area</p>	<p>EDUCATION WING (1ST FLOOR)</p> <p>_____ 150 (Nut & Dairy Free Room)</p> <p>_____ 151 (Friends)</p> <p>_____ 152</p> <p>_____ 153</p> <p>EDUCATION WING (2ND FLOOR)</p> <p>_____ 250 (Nut Free Room)</p> <p>_____ 251 (Nut Free Room)</p> <p>_____ 252 (Nut Free Room)</p> <p>_____ 253 (Nut & Dairy Free Room)</p> <p>_____ 254 (Nut Free Room)</p> <p>_____ 255 (Nut Free Room)</p> <p>_____ 256 (Nut Free Room)</p> <p>_____ 258 (Nut & Dairy Free Room)</p>	<p>FAMILY LIFE CENTER</p> <p>_____ Gym</p> <p>_____ Stage Only</p> <p>_____ 174</p> <p>_____ 176</p> <p>_____ 174&176 Wall Open</p> <p>_____ 178/180 Teen Lounge</p> <p>_____ Main Kitchen**</p> <p style="font-size: small;">**Signed Kitchen Usage Agreement Required</p>
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PLEASE NOTE

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

*Worship Center Patio, PreK Courtyard, Infant Courtyard, Memorial Garden, Playground, Parking Lots, etc.

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 fee provided on inquiry.)

FOR OFFICE USE ONLY

Approved By: _____ Date: _____ Entered: ___FS___ Calendar Date Paid/Check No.: _____



FAIRMOUNT CHRISTIAN CHURCH

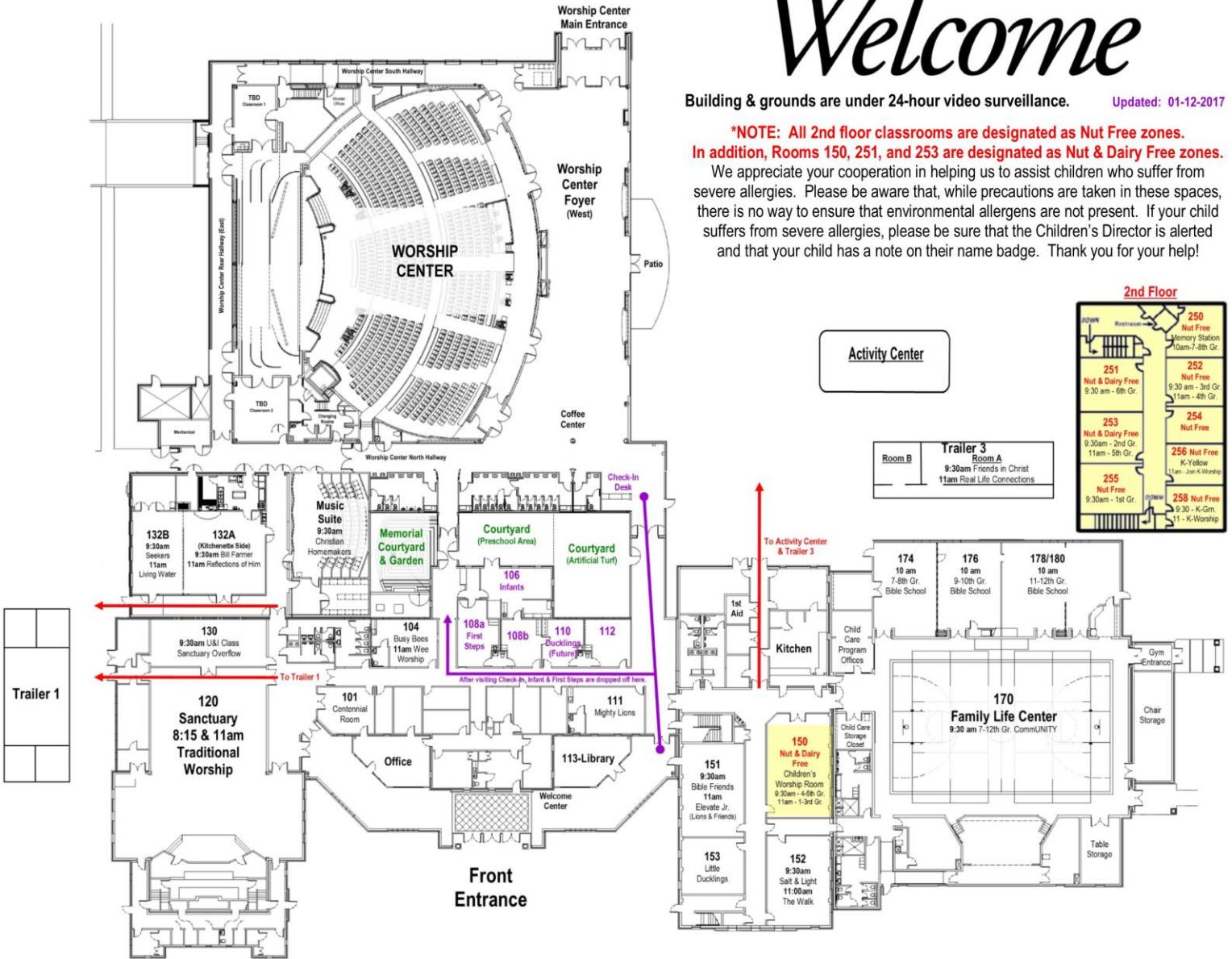
Mailing Address: P.O. Box 788, Mechanicsville, VA 23111
Street Address: 6502 Creighton Road, Mechanicsville, VA 23111
804-559-8070 (Phone) 804-559-8072 (Fax)
fairmountchristian.org

Welcome

Building & grounds are under 24-hour video surveillance. Updated: 01-12-2017

***NOTE: All 2nd floor classrooms are designated as Nut Free zones. In addition, Rooms 150, 251, and 253 are designated as Nut & Dairy Free zones.**

We appreciate your cooperation in helping us to assist children who suffer from severe allergies. Please be aware that, while precautions are taken in these spaces, there is no way to ensure that environmental allergens are not present. If your child suffers from severe allergies, please be sure that the Children's Director is alerted and that your child has a note on their name badge. Thank you for your help!



2nd Floor	
250	Nut Free Memory Station 6am-7:25h Gr
251	Nut & Dairy Free 9:30 am - 6th Gr
252	Nut Free 9:30 am - 3rd Gr 11am - 4th Gr
253	Nut & Dairy Free 9:30am - 2nd Gr 11am - 5th Gr
254	Nut Free
255	Nut Free 9:30am - 1st Gr
256	Nut Free 11am - Junk K Worship
257	Nut Free
258	Nut Free 9:30 - K-Gm 11 - K-Worship

Activity Center

Room B
Trailer 3
Room A
9:30am Friends in Christ
11am Real Life Connections

Trailer 1

Front Entrance