

**CHRIST CHURCH OF OAK BROOK
Facilities Use Policy**

PURPOSE: The purpose of this Policy is to set forth the terms under which facilities of Christ Church of Oak Brook (“**CCOB**”) may be made available for events or activities not directly sponsored or conducted by CCOB. This policy applies to the use of all spaces within buildings on CCOB’s campus, including without limitation, worship, classroom and fellowship gathering spaces, as well as outdoor space on the campus (collectively, “**CCOB Facilities**”). This policy does not address outside rental from time to time of CCOB’s parking lots exclusively for parking purpose.

POLICY: CCOB Facilities are dedicated to the worship of God, the spiritual growth of people and the advancement of the Christian mission (the “**Dedicated Purpose**”). CCOB’s facilities are not generally available for public usage, and activities or events conducted or sponsored by CCOB have first priority. However, to the extent that space in CCOB Facilities is available, CCOB will consider applications for use of such space by “**Qualified Parties**” for activities or events conducted on a one-time or continuing basis provided that such use is not inconsistent with the Dedicated Purpose.

- The term “Qualified Parties” means persons who do not advance or advocate beliefs or practices that are inconsistent with CCOB’s faith and moral teachings, which are summarized in the Covenant contained in CCOB’s Constitution, as interpreted by policy statements adopted from time to time by CCOB’s Board of Elders.
- Uses of CCOB Facilities consistent with the Dedicated Purpose may include, without limitation, hosting speakers or conferences, concerts, Bible studies, other educational and instructional programs, youth programs, social welfare programs and support groups.

The determination of whether an applicant is a Qualified Party or whether a proposed use would be inconsistent with the Dedicated Purpose will be made by a designated administrative staff member of CCOB (the “Facilities Use Coordinator”), who may seek the recommendations of senior members of CCOB’s ministry staff (e.g., music, missions, education). Differences of opinion may be referred to the CCOB Board of Trustees, whose decision will be final and binding.

APPLICATION PROCESS: Persons who desire to apply to use CCOB Facilities for an activity or event (or series of activities or events) will be required to submit to CCOB’s Facilities Use Coordinator an Application for Facility Resources in the form provided by CCOB. In the application, the applicant will be required to:

- Represent to CCOB that the applicant and any other persons who will be actively involved in management or sponsorship of the activity or event (or series of activities or events) are Qualified Parties;
- Describe the proposed activity or event (or series of activities or events) to be conducted at CCOB Facilities and the proposed date (or dates);
- Describe space requirements for the proposed activity or event (or series of activities or events), including the estimated number of persons (including adults and minor children) expected to participate.
- In the event that participants will include minor children who will not at all times be under the supervision of their parents or guardians, represent that the applicant has reviewed and agrees to be bound by CCOB’s Child Protection Policy for Facilities Users.
- Describe equipment needs (e.g., tables, chairs, audio-visual equipment, lighting), technology needs (e.g., Wi-Fi, satellite upload) and food/beverage needs, if any.

CCOB reserves the right, in its sole discretion, to (a) reject the application, (b) request that the applicant provide further information or (c) to accept the application for further processing. CCOB's decision will be communicated to the applicant as soon as possible.

**FACILITIES USE
CONTRACT:**

If CCOB accepts an application, CCOB will prepare a Facilities Use Contract between the applicant (now referred to as the "**Facilities User**") and CCOB, setting forth the details of the arrangement.

- The Facilities Use Contract may specify a usage or rental fee, which may be either a one-time payment (in the case of a contract for a single use of CCOB Facilities) or an ongoing payment (in the case of an application for continuing use). The usage or rental fee is intended to cover the cost of providing the facilities and requested equipment and services, not to generate a profit for CCOB. Unless otherwise agreed, the usage or rental fee will include staff services at normal hourly rates, and the Facilities User will be responsible for any staff overtime charges.
- The Facilities Use Contract may include an indemnity agreement under which the Facilities User will be required to indemnify CCOB against any liabilities and costs incurred in connection with property damage and personal injury resulting from the Facility User's use and occupancy of CCOB Facilities. Depending on the size and scope of the proposed activity or event (or series of activities or events), the Facilities Use Contract may also require the Facilities User to provide CCOB a certificate of insurance, evidencing that the Facilities User maintains appropriate liability insurance and naming CCOB as an additional insured.
- Food and beverage service must separately be contracted for with CCOB's Director of Food Services and will be separately invoiced.

**USAGE
REQUIREMENTS:**

To insure that CCOB Facilities are properly cared for and used, each Facilities Use Contract will incorporate the following Usage Requirements:

- Access to CCOB Facilities by participants in the activity or event will be limited to the specific space specified in the Facilities Use Contract (as well as CCOB parking lots) and only for the specific time.
- No consumption of alcoholic beverages is permitted on CCOB's campus, and smoking is permitted only in designated outdoor areas at least 15 feet away from any building entrance.
- Food and permitted beverages may be consumed only in areas designated by CCOB.
- If an activity or event will involve minor children who will not at all times be under the direct supervision of their parents or guardians, Facilities User is required to comply with CCOB's Child Protection Policy for Facility Users.
- Facilities User may not relocate CCOB's furnishings or equipment from the contracted space, or bring (or permit its vendors to bring) furnishings and equipment onto CCOB's premises, except to the extent permitted in the Facilities Use Contract.
- Unless otherwise agreed in the Facilities Use Contract, the Facilities User will be responsible for (a) returning the contracted space to its original configuration and condition at the conclusion of the activity or event; (b) removing any property or materials brought by the Facilities User (or its vendors) for use at the activity or event; (c) depositing any trash in designated receptacles; and (d) turning off lights and closing doors if the activity or event concludes in the evening.

**CONTRACT
TERMINATION:**

Termination of a Facilities Use Contract by the Facilities User requires prior notice as specified in the Facilities Use Contract. Failure to provide the required notice results in imposition of the full usage or rental fee, as well as food and beverage charges.

CCOB may terminate an ongoing Facilities Use Contract at any time on 30 days prior notice.