

Rental Form

Faith Community Christian Reformed Church
5250 Byron Center Ave. S.W.
Wyoming, MI 49519
Facilitator: Bill Staal 532-4129

Name _____ Event _____

Today's Date _____ Time of Event _____

Phone _____ Date of Event _____

Work _____ Approx. # of Guests _____

Charges

- All costs involved in catering services must be paid directly to the Catering Committee.
- Fees are as following:

Fellowship Hall	\$125	<input type="checkbox"/>
Fellowship Hall – holiday (12-4pm or 4-8pm).....	\$100	<input type="checkbox"/>
Friendship Room – kitchen (max 25 people).....	\$ 50	<input type="checkbox"/>
Hospitality Room – kitchen	\$ 75	<input type="checkbox"/>
Fellowship Hall – Open House	\$125	<input type="checkbox"/>
(\$125 1 st family, \$100 for each additional family)		
Denominational Rental	\$100	<input type="checkbox"/>

Total: _____

Fees: Please make payment to Faith Community CRC in the attached envelope when you turn in this form. Please place form and payment in facilitator's mailbox or church office.

Approved: Yes _____ No _____

Information Regarding the Use of our Church Facilities and Catering Service

The following rules shall apply:

1. The Facilitator must be contacted for availability of facilities.
2. Use of the church shall be decided by Council pending approval by the Building and Grounds Committee.
3. Church facilities must be vacated by **5:00 p.m.** on Saturdays.
4. Forms for church rental must be submitted to the Building Committee in sufficient time to reserve your date.

Catering Rule

1. Catering service should be requested from the catering committee. The hiring of outside catering services is not permitted.

General Rules

The following rules are for the use of our church property after securing permission from the Building Committee and Council.

1. The building must be used as is. The set up/take down of all tables & chairs, decorations, etc. is the responsibility of the renter. The use of nails, tacks, and glue is prohibited.
2. The person who is granted rental shall be present at the occasion and shall be considered the responsible individual.
3. **The renter is responsible** to confine your group to the rooms requested.
4. No rice, bird seed, confetti, mints, or anything similar shall be thrown.
5. No drinks containing alcohol shall be permitted on premises. No smoking permitted in building. No punch with coloring shall be allowed due to potential spills and stains.
6. Pulpit furniture may not be removed without consulting the facilitator.
7. Permission to use the organ/piano must be received from the Worship Committee. Floral containers should not be placed on the piano and/or organ. Use of the piano and/or organ is limited to competent musicians.
8. Any damage to building and its contents is to be paid by the individual responsible.
9. Facilitator must be contacted one week prior to event to arrange details. i.e. set-up, florist, rehearsal, etc.
10. Failure to comply with the rules may result in loss of privilege.

FCCRC Inclement and Severe weather policy
June 1, 2011

1. SCOPE:

This policy is intended to apply to all official church sanctioned events and any event held in the church building.

2. Tornado Watch or Warning issued PRIOR to an event:

If a Tornado Watch or Tornado Warning is issued and will be in effect 1 hour prior to, and/or during any church meeting or activity; all such meetings or activities shall be canceled. The church building will be considered closed. No events may take place. This includes Sunday Worship Service.

3. Tornado Watch issued DURING an event:

If a Tornado Watch is issued during any meeting or activity, including Sunday Worship Service, the conditions shall be monitored by a member designated by the event attendees via a weather alert radio or other reliable instant alert device and direct observation of outdoor conditions. During a Worship Service the Courtesy Attendants shall be the designated weather monitors. Events shall be allowed to continue so long as conditions appear safe and the Watch has not been elevated to a Warning.

4. Tornado Warning issued DURING an event:

If a Tornado Warning is issued during any meeting or activity, including a Worship Service, the event shall immediately cease and all attendees shall be directed to areas in the lower level of the building marked with tornado shelter signage. For official church events located off-site, attendees shall be directed to the nearest available storm shelter.

5. All other weather conditions:

The Executive Committee, or designated Executive Committee Member, may unilaterally cancel any and all church affiliated events, including Worship Services, due to dangerous, impending, or issued weather conditions, watches or warnings. Upon cancellation by the Executive Committee, published in the media as *"all church activities"*, all meetings or activities are canceled and the church building will be considered closed. No events may take place.

If the Executive committee has not unilaterally cancelled all church activities; any committee chair or meeting leader may cancel and/or reschedule a respective meeting or activity at their own discretion.

REGULATIONS GOVERNING THE USE OF CANDLES
IN PLACES OF PUBLIC ASSEMBLIES

The codes cited below have been adopted by, and are in full force and effect in, the City of Wyoming.

1. **No open flame devices shall be used in any place of assembly.** (N.F.P.A. Life Safety Code, Sec. 31-2.2) An exception is made to allow the use of candles on the stage, platform, or altar of a church or other place of assembly, provided they are securely supported in either a candlestick or candelabra, and are well separated from any combustible materials.
2. **Candles shall not be permitted in areas used by occupants to stand, or in an aisle or exit.** (BOCA National Fire Prevention Code/1987) This expressly prohibits the use of candles on the ends of church pews, in window sill ledges, in the lobby or narthex area, and also prohibits carrying candles down an aisle in procession.
Note that protecting the flame by use of a glass "chimney", or any other device, does not make the prohibited use acceptable.
3. **Candles may be used on tables used for food service if securely supported on substantial non-combustible bases, so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected.** (N.F.P.A. Life Safety Code, Sec. 31-2, 3 (b))

Note: Rule 140, Michigan Flammable liquids regulations states in part, "No Flammable Liquid Shall Be Stored or Used in Any School, Church, Theater, Hotel, etc. This positively prohibits the use of kerosene, or any other liquid burning lamps anywhere in the building.

I have read the rules and agree to comply with them.

Signed _____

Date _____