



Facility Usage Guidelines

We believe that our church facilities should be used to worship and serve God and thus bring glory to His name. Any use of the facilities should therefore be consistent with this purpose.

Hope Community Church facilities will be available for use under the following conditions and guidelines...

- The facilities will be available Monday through Saturday. Events should end by 10:00pm with cleanup ending no later than 11:00pm (exceptions can be made for weddings). Sunday rentals require extra approval and the renter will not have access to the premises until after 1:00pm.
- Events should be scheduled at least 2 weeks in advance. An "HCC Rental Request Form" should be filled out and submitted via the church website for approval. Rentals will be scheduled on a first come, first serve basis. Ministry events are given priority for building usage.
- The Deacon Board approves all events at Hope Community Church and reserves the right to decline the rental of the facility at their discretion. If the rental is declined, any deposit given will be returned. If the rental is approved you will be contacted by the Church Administrator.
- The facilities should be kept in a neat and orderly manner. The renter is responsible for proper use of the facility, as well as any breakage or damage to the building, furnishings and equipment. If the facility is damaged in any way, any deposit may not be returned. In addition, expenses beyond that amount will be billed to the renter.
- The renter is responsible for the removal of all trash, unless a prior agreement has been made for janitorial services provided by Hope Community Church.
- Alcoholic beverages or drugs are not permitted anywhere on HCC property.
- Smoking is not permitted in the building. A smoking area is available for those of legal age at the front entrance of the building. Proper disposal of cigarette butts is appreciated.
- Entertainment should comply with Hope Community Church's Christian values.
- The renter must provide supervision of all minors for safety and security (i.e. one adult per five minors).
- Hope Community Church is not responsible for lost or stolen items.
- Candles may NOT be used anywhere in the facility with the exception of the Fellowship Hall or Worship Center.
- Glitter, confetti, sand and other similar table decorations are not permitted within the building due to the difficulty of cleaning this material out of the carpets.
- For all Catered Events...
 - The caterer must be fully insured and a certificate of insurance must be forwarded to the church office at least 7 days prior to the event.
 - The catered must contact the church office at least 48 before the event to arrange entrance to the building & take care of any special needs.
 - The caterer is responsible for removing all refuse and clean the kitchen area. Should excessive cleaning be required following the event, the renter may be assessed an additional charge.
- Hope Community Church reserves the right to monitor all events.