



## BUILDING USAGE GUIDELINES

(Reservations are accepted for Fairmount members only.)

Fairmount Christian Church is prohibited from engaging in activities which violate, conflict with, or are in opposition to its written statement of beliefs, mission, or vision (herein collectively referred to as "doctrines"). This church is also prohibited from condoning, promoting, or allowing any of its assets to be used in any way for activities that violate, conflict with, or are in opposition to its written doctrines. Therefore, Fairmount Christian Church **will** refuse service to any individual and/or for any event/service/usage that violates, conflicts with, or is in opposition to its doctrines. This refusal includes services, benefits, and any and all use of church assets. In addition, Fairmount holds the Biblical position that marriage is between one man and one woman. *[Man/Woman as defined by biological standards.]* With that understanding, Fairmount will only host and our ministers will only conduct Biblical marriage ceremonies. If you have any questions, we will be happy to put you in touch with our Senior Minister.

### **A reservation or event will NOT be considered if:**

- It conflicts with currently reserved ministry events.
- It encroaches upon the Child Care Program's hours of operation.
- It renders the entire facility unavailable for emergency usage.
- It includes any form of solicitation or sale of goods or services.
- The event or user conflicts with Fairmount's statement of beliefs, mission, or vision.

**Fairmount Christian Church reserves the right to change or cancel any event for the sole priority of a Fairmount Corporate Event.**

**We understand the importance of every event request. If your request is denied and you feel additional consideration is necessary, please submit a written appeal to the Church Executive.**

### **Reservation Process for ALL Usage - Inside & Outside:**

1. Pick up the applicable Usage Agreement AND a copy of the applicable Usage Guidelines from the church office (or download from [fairmountcc.org](http://fairmountcc.org)).
2. Review all guidelines, sign, and submit the Usage Agreement to the church office (via email at [reservations@fairmountcc.org](mailto:reservations@fairmountcc.org) or by fax to 804-559-8072, attention reservations). **Keep the guidelines for your reference.** You will be contacted regarding availability and cost. All reservation inquiries and reservations must be made in writing through the church office and are on a first come first served basis.
3. Church facilities are not available for weddings or non-ministry events on holiday weekends or during the month of December. At this time, we are not reserving the Worship Center or any part of the Worship Center facility for weddings or non-ministry-related events.
4. Reservations are not considered final until the completed and signed Usage Agreement is received and any applicable fees are paid. Please see the fee schedule for an idea of event costs. Fees are subject to change at any time.

### **Usage Rules:**

1. **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. Disregard of this policy may result in immediate eviction from the premises without refund.
2. **Gaining Admittance to Building:** User must specify which door(s) they want unlocked for their event and 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. **Specific User Responsibilities:** All users are 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 set-up, take-down, clean-up, and re-set for the event is the sole responsibility of the party using the facility.
  - A) All trash must be collected, sealed, and placed in the dumpster located at the back of the western parking lot, and fresh liners placed in all trash cans.
  - B) All equipment, including lights and overhead fans, are to be turned off at the end of the event.
  - C) Floors must be swept and/or vacuumed.
  - D) All dishes washed, dried, and put away. Any linens used should be taken home, washed, and returned on the next business day following the event.
  - E) Bathrooms are to be left in good condition with no water running, all toilets flushed, and all lights turned off.
  - F) Classrooms must be returned to their normal Sunday morning setup which may require user to vacuum the space prior to reset.
  - G) Room 132 - Users should not attempt to open or close the dividing wall at any time.
  - H) Activity Center – all floors swept, decorations removed, trash removed, dishes cleaned and removed from sink, equipment turned off, refrigerator emptied, counters cleaned, doors locked, returned to Sunday setup, etc.
4. **NO hot plates, open flames, fire experiments, etc. are permitted in the building at any time.** Cooking, baking, etc. is permitted in kitchens only with a valid reservation.

5. **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.** Unattended children/teens are not allowed in the buildings, on the playground, or on the church grounds. All children/teens must be under the control of their parents at all times.
6. **Decorations, music, ministers, caterers, etc. and their applicable fees are the responsibility of the party using the facility.** For weddings, if flowers are to be left in the Sanctuary for the Sunday services, please note on the Wedding Reservation Agreement how you'd like the Bulletin announcement worded. Otherwise, all flowers and decorations must be removed by the user at the end of the event. Any items left behind will be discarded.
7. **Candles:** In the Sanctuary, plastic sheeting will be placed under candelabras and candles to prevent wax from dripping onto carpet or window sills. The candles over the baptistry are not to be lit at any time. The user must provide their own *dripleless, clean-burning* candles for use in the candelabras and/or unity candle.
8. **INSTRUMENTS:** Fairmount is happy to share the instruments with which God has so richly blessed us. The person signing the Reservation Agreement, and/or the organization they represent will be financially responsible for any loss or damage to the instruments, including but not limited to, the Sanctuary organ and piano.  
**ORGAN GUIDELINES:** The organ is not to be moved at any time.  
If needed, general instruction will be given on stops, pedals and presets. If presets are used, they must be reset to their original setting.  
All music, hymn books, bench, etc. should be left as they are found.  
The correct method for turning keyboard and organ on and off are keyboard on, then organ; organ off, then keyboard.  
**PIANO GUIDELINES:** The piano is not to be moved at any time.  
All music, hymn books, bench, etc. should be left as they are found.  
Piano should be properly closed and covered after use.
9. **Financial Responsibility:** The person signing the Usage Agreement, and/or the party(ies) they represent are financially responsible for any loss or damage to the building, grounds, furniture, decorations, carpet/floors, and/or equipment. Additional fees may be assessed for the cleaning of any spaces used that are left in disarray and for any soiling of the carpet which results in the need for professional cleaning.
10. **User is hereby notified that the premises are under 24-hour recorded surveillance.**
11. **Fairmount may change these policies at any time and the user agrees to be bound by the terms of the new policies.** Any policy changes will be communicated to the user immediately upon taking effect.

### Fire Pit Safety Rules & Reservations

1. **USER MUST NOTIFY THE HANOVER COUNTY FIRE DEPARTMENT BEFORE IGNITING ANY FIRES.**  
**Call 804-365-6195 between the hours of 9am-5pm and give our address (6502 Creighton Road, Zoning A-1).**  
**Note: Outdoor fires are unlawful before 4 p.m., February 15 through April 30.**
2. The fire pit area must be reserved in advance with the Church Office.
3. A hose with nozzle must be available to extinguish the fire. If it is not, please let the Church Office know immediately.
4. There must be at least 2 adults supervising the fire at all times.
5. One adult must extinguish the fire, then return later to clean out the ashes. (Do not place ashes in the dumpster.)
6. User must bring their own wood.
7. User must properly dispose of all trash and other debris in the area.



# BUILDING USAGE FEE SCHEDULE

(Reservations are accepted for Fairmount members only.)

## FEE SCHEDULE - GENERAL USAGE:

**Small, one-time, private usage:** \$75 refundable\* deposit **plus** \$75 per room reserved (FLC and Worship Center fees may be higher). All fees must be paid in advance at which time the reservation is considered final.

\*If each space used is left in good condition and all building guidelines are followed (including properly resetting the space), the \$75 deposit will be returned to the user. The user is fully responsible for any damages to the building or grounds caused by their event. Refunds will not be made to parties who violate any part of this Agreement.

Additional fees may be required for the following services which must be requested in writing. All fees are paid to the church.

**Janitorial Service** ~ If an event requires the services of a janitor for common use areas, the church will communicate the fee to the user and 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. Any 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.**

**Fairmount-Assigned Representative ~ Up to 3 hours; After initial 3 hours, User will be charged an additional hourly rate** ~ A Fairmount Rep will be scheduled for events as determined by Fairmount staff and the church will communicate the fee to the user. The Rep is present to assist with helping users find the spaces they've reserved, and being available for any building-specific needs or emergencies. This person does not assist with decorations, preparations, direction, photography, etc.

**Sound System - Hourly Rate** ~ A Fairmount technician will be scheduled upon specific request and will then call you to assess your needs. The church will then communicate the fee to the user. NO ONE is allowed to access the church's sound systems other than authorized Fairmount technicians.

**Kitchen Representative - Up to 3 hours; After initial 3 hours, User will be charged an additional hourly rate** ~ A Fairmount Kitchen Ministry Team Member must be present for certain usages of the main kitchen as determined by Fairmount staff. A Kitchen Usage Agreement must be completed and can be obtained from the church office. The church will then communicate the fee to the user.

## Ministry-related meetings & activities:

**No cost - reservations required.** Ministry and church-related groups may submit requests by email in lieu of a completed usage form. All requests must be made in writing and sent to [reservations@fairmountcc.org](mailto:reservations@fairmountcc.org). **Verbal requests for space will not be taken.** All usage guidelines must be adhered to including removing all trash, resetting all spaces used to their Sunday configuration (unless specified otherwise in writing), vacuuming, sweeping, washing and putting away all dishes, etc. All setup is the responsibility of the User.

## Worship Center, WC Lobby, Family Life Center, and Special Requests:

**Cost varies depending on usage.** Requests to use these spaces require additional approval from the Worship/Music Minister, Director of Technology, and others based on the specifics of each request.

## Additional Facility Information

### Sanctuary:

- Seats 400 people\*
- Altar area - 21' across
- Aisle - 70' (procession room to altar)
  - 6' wide; 6' from 1st pew to altar
- Pews - 17 on each side of center aisle, 7 on each side aisle
  - 2 1/8" width (for pew bow holders)

### Room 132 - Seats up to 100 people\* with wall open

- Combination of round (60" diameter) and rectangular (6' long) tables, matching white plastic folding chairs; church does not have linens
- All setup or take-down is the sole responsibility of the user.
- Kitchenette contains ice machine, refrigerator, small stovetop & oven, and working area (large coffee pots in kitchenette are not to be used)

### Family Life Center Information - Seats up to 300 people\*

- Combination of round (60" diameter) and rectangular (6' long) tables, metal folding chairs; church does not have linens
- All setup or take-down is the sole responsibility of the user.
- Usage of the stage, lighting, or audio requires an Audio Technician.

### Main Kitchen (Fairmount Kitchen Rep must be present at all times.)

- Contains commercial-grade equipment including ice machine, two convection ovens, gas range & oven, refrigerator, freezer, microwave, working area, and food service line.
- User must furnish their own paper goods and supplies including plates, cups, utensils, napkins, condiments, etc.
- User is responsible for arranging all catering services with a caterer of their choosing and paying said caterer.

**\* Space capacities will be limited based on current COVID-19 state and CDC guidelines in place at the time of the event.**



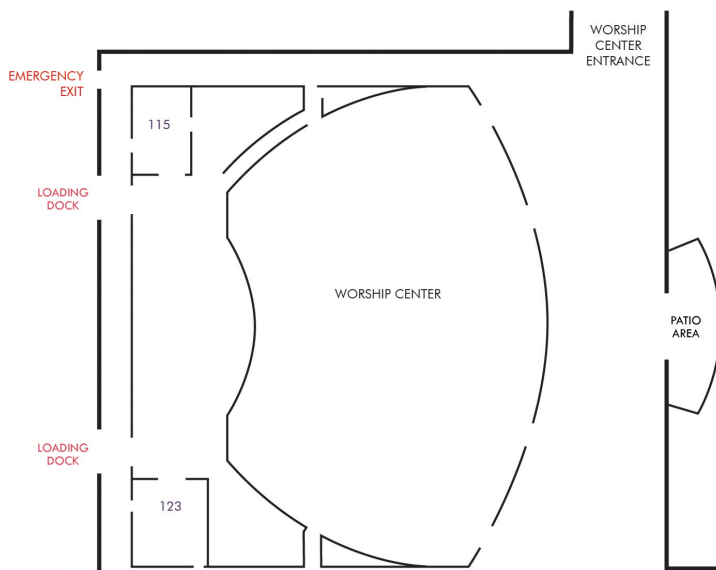
# FAIRMOUNT

## CHRISTIAN CHURCH

Mailing Address: P.O. Box 788 □ Mechanicsville, VA 23111

Street Address: 6502 Creighton Road □ Mechanicsville, VA 23111

Tel: 804-559-8070 □ Fax: 804-559-8072 □ fairmountcc.org



# FAIRMOUNT

## CHRISTIAN CHURCH

6502 Creighton Road Mechanicsville, VA 23111

804-559-8070 | fairmountchristian.org

Building and grounds are under 24-hour surveillance.

