



### **General Guidelines**

1. All non-Hillview groups must complete a Facility Usage Contract before their event can be reserved and scheduled.
2. Users agree to leave all property in the condition it was accepted. This includes emptying all trash containers used, returning all furniture to its original location, vacuuming and other cleaning as required. Full trash bags should be placed in the dumpster at the West end of the parking lot.
3. Furniture, audio/media equipment and all other church property are not to be moved from one room to another without prior permission and must never leave the building.
4. There is absolutely no alcohol consumption on the property or smoking in any of the facilities. Violators will be fined \$1000.
5. Food must be contained to allowed areas only (clarify with the Office Manager).
6. Parents/Guardians are responsible for their children who must be under their direct supervision at all times. Never allow children unattended on church property.
7. No groups or individuals soliciting business for personal or corporate gain are permitted to use the facilities.
8. Most of the facility is designed for multiple purposes. Any required setup/tear-down must be prearranged to accommodate events.
9. Unless you've made arrangements to use the stage as a part of your event no one should be on it or near any equipment on it.
10. Keys may not be given to all individuals. Arrangements must be made with the Office Manager to accommodate each event.
11. Ultimately, it is the responsibility of the individual making the reservation to secure the facility during and following an event.
12. If keys are not returned by the time specified by the Office Manager a fee of \$50 will be incurred.

### **Reservation of Facility/Property**

1. All events (Hillview and non-Hillview) must be scheduled through the Office Manager.
2. Facilities/Property may not be available for use unless scheduled through the Office Manager.

### **Van Usage**

1. The church van is reserved for Hillview Christian Church usage only. It must be returned in the condition it was received (i.e. gas level, cleanliness, seat configuration, etc).
2. Reservations for the van may be secured through the Office Manager.
3. All drivers must have a valid Indiana Driver's License and be 21 years of age. All drivers are required to fill out a form with the Office Manager and must provide proof of insurance.

# Facility/Property Usage Fees

<b>Facility</b> ( <i>Facility usage fees are not applicable to Hillview members.</i> )	
Worship/Gymnasium Area	\$300.00
East Kitchen (full)	\$75.00
Classroom (per each used)	\$25.00
West Kitchen (half)	\$50.00
Chapel	\$50.00
Atrium	\$200.00

<b>Services</b> ( <i>Service fees are applicable to all events not related to Hillview ministry.</i> )	
Custodial	\$15 per hour
Sound/Lighting (some events may require more than one individual)	\$20 per hour

## Facility/Property Usage Clean-Up Checklist

- Clean all chairs and tables where food and drink were consumed or if otherwise required
- Return all furniture and equipment to its original location
- Vacuum area used (if required)
- Mop floor in areas used (if required)
- Empty trash cans in all rooms used (including bathrooms)

(tip: You might consolidate all trash into one or a few of the large trash cans located in the East Kitchen before taking trash to the dumpster.)

- Take trash to dumpster located at West end of parking lot
- Turn off all equipment
- Turn off all lights
- Ensure that all doors are securely locked