

# Lexington Community Church

## Facility Use Policy

*Last Revised: May 2024*

### **Overview:**

The church building is a gift from the Lord to be stewarded according to God's design. Each request of the facility will be reviewed and approved by the leadership and staff. The following is guidance for members and non-members.

### **Members:**

Church members who desire to use the church facility for gatherings that do not require sound assistance or pastoral involvement may reserve it at no cost as long as the following criteria are met:

1. Check with the church staff to ensure there are no conflicts with other calendar events at LCC. Advise the church staff the nature of the event they are hosting. Phone number: 309-365-3681; Email: [office@lexcc.org](mailto:office@lexcc.org)
2. Leave the building as they found it. This includes locking doors, checking lights, room arrangement, and janitorial work. Janitorial work includes vacuuming floors, picking up trash, cleaning table surfaces, cleaning up bathrooms if needed, and taking trash to the dumpster.
3. Use the church within the time frame they reserve it. When scheduling the time, factor in any time for cleanup in case another group has reserved it after their timeslot.
4. Be responsible for any damages that occur through irresponsible actions of their party.
5. Be mindful of biblical principles. As Christians we must biblically and prayerfully consider our actions and how they may be perceived, always operating with a biblically informed conscience. When considering your activities, be mindful that you are responsible for appropriate witness to non-believers and encouragement to fellow believers. This involves, but is not limited to, abiding by any applicable legal, health, and safety issues.
6. Members may also choose to be the responsible party for a non-members' use of the building. Being the responsible party includes coordinating the unlocking and locking of the church building, being responsible for any damages that occur through irresponsible actions of the non-members' activities, and ensuring that the room arrangement is returned to the setup needed for the next event. Members are not required to be present at the event, just responsible. Non-member groups under the oversight of a member must respect the same criteria as LCC members (see *above items 1-5*).

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### **Non-Members:**

Non-members or organizations may request use of the church facility for gatherings that do not require sound assistance or pastoral involvement as long as the following criteria are met:

1. Meet with appropriate staff members or elders to gain permission to use LCC's facilities.
2. Find an LCC member who agrees to be the responsible party for their event (see Members: item 6).
3. Non-members who are allowed to use the building must respect the same criteria as LCC members (see Members: items 1-5).
4. Pay rent/retainer fees for the building use if required. These fees will be determined after the meeting with the staff members or elders. Non-members also have the option of paying a \$200 cleaning fee in leu of doing their own clean up and room arrangement. This option depends on the availability of a cleaning crew which will be determined by the LCC staff. If a cleaning crew is not available, the non-member will be responsible to do their own cleanup.