

LA PORTE COMMUNITY CHURCH FACILITY USE RULES

- 1. Only one rental per day.**
- 2. Church sponsored events take precedence.**
- 3. A key will be issued to the responsible person the day before the event if the fees are paid in full. The key is to be returned to the church office during regular working hours the following working day.**
- 4. If available, facilities may be decorated or arranged one day in advance if cleared with the church calendar maintained by the secretary.**
- 5. Decorations may not be attached to painted or movable walls.**
- 6. If decorations must be attached to anything, the Board member (Bldg.& Grounds) must be contacted for approval of method.**
- 7. Return room back to its original order.**
- 8. The user is to use only that portion of the facility rented and is responsible for any damage to the building or equipment.**
- 9. Deposit refundable up to one week prior to rental date.**
- 10. If kitchen is used, only basic equipment may be used. Paper goods are not included in the fees. (Basic equipment: eating utensils, plates, glassware, stove, sink, countertops, refrigerator, coffee pot and garbage cans.) Broken dishes must be replaced.**
- 11. Unused food must be removed from premises before leaving the building. Food scraps and garbage must be placed in plastic bags inside one of the covered garbage cans. At the end of the event, all bags are to be placed in the dumpster located in the parking lot.**
- 12. Basic equipment must be left clean and stored as found.**
- 13. Users are responsible for the conduct of all persons in attendance especially small children.**
- 14. Children are to remain in the area covered by the fee. No playing in the halls or restrooms.**
- 15. Music, live or recorded, is permitted subject to proper sound levels.**
- 16. If music is to be used during the function for which the building is being rented, it must not feature lyrics and/or titles that deliver messages that are inappropriate or opposed to conventional Christian teachings is not permitted.**
- 17. Smoking is not allowed in the church buildings.**
- 18. Birdseed, rose petals, or blowing bubbles may be used outside. The deposit will be forfeited if any of these is found on interior floors. Throwing of rice is prohibited.**
- 19. Immediately after use, the facilities must be locked securely, all lights off, air-cond. or heater turned off.**
- 20. Candles must have wax shields and mantles to protect the floors.**
- 21. All receptions must conclude by 10:00 p.m.**
- 22. Dancing is permitted subject to adequate supervision.**
- 23. No alcoholic beverage may be served or consumed on church property.**
- 24. Chancel appointments-altar, Bible, etc. shall remain in place for all occasions. Plaques, pictures, and memorials shall not be removed from walls.**
- 25. An ordained minister of a recognized denomination must perform all weddings. (The Senior Minister must approve all ministers.)**