

RULES FOR USE & CARE OF CHURCH BUILDING

1. I agree my group/activity will be respectful of the Church at all times.
2. I/We will not exclude anyone from our group/activity based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or income.
3. The group/activity will not promote any partisan political beliefs/positions.
4. Use of space within the church is limited to the space for which you have contracted.
5. Permission is required before:
 - storage of any non-Church items
 - borrowing or removing anything from the building (chairs, tables, coffee pots, etc.)
 - re-arrangement of closets or cupboards
6. I/We will report, and be responsible for the repair or replacement of, anything damaged or broken.
7. No food or drinks are allowed in the Sanctuary or on the pianos/organ.
8. No alcohol or smoking is allowed in the building.
9. I/We will follow the **Closing Checklist** closely to leave the building clean and safe.
10. Except in the case of the casual negligence of the FCCT, its staff, Board of Directors, and Agents, I/we agree to indemnify and hold harmless said parties and hold said parties in no way responsible or liable for any incidents, conditions, accidents, illnesses (including but not limited to COVID-19), injuries or death to myself/my child/guests of my group/activity, which may occur during or as a result of participation in my use of the FCCT building and agree to pay all expenses (including any legal fees and expenses on a third-party basis) resulting therefrom.

Sanctuary

1. I/We understand the parking lot is not lighted. Flashlights, and care, are needed for events held after dark (safety issue).
2. I/We agree that no children age six or under, or persons with mobility impairments, are permitted in the balcony. Children between ages seven and twelve are permitted in the balcony only under direct adult supervision (safety issue).
3. I/We agree to allow no more than 90 people in the balcony (safety issue).
4. If an outside organist is to be used, this must be approved by the Church Music Committee.

Instruments/Sound System

1. Please be sure no food or drinks are placed on instruments or their benches.
2. Permission from the Building Use Coordinator and Music Team is required for use of instruments, tuning, and/or moving of pianos.
3. The sound system/mics/speakers are all off-limits unless you have prior approval from the Building Use Coordinator and have contracted with a member of the FCCT tech team to work with you.
4. We do not have the ability to offer a zoom option for your event. You are welcome to bring your own camera to film/stream your event.

Please email Valerie Miller at building.use@thetfordhillchurch.org if you have any questions or concerns.

Remember to consult the CLOSING CHECKLIST before leaving the building