



C3 FACILITIES USE POLICY

Rev 11.2023

I. Introduction

Church property and facilities are intended to be used primarily for the ministry functions of Christ Community Church (“C3”). C3 recognizes, however, that its ministry to its members and to the community at large is enhanced through a broad use of its facilities. Accordingly, the use of C3 Facilities by other religious organizations, nonprofit groups, individuals, and approved for-profit organizations is permitted subject to approval, provided such use does not interfere with normal church functions. C3 Ministry Departments’ events will take precedence.

II. Purpose

This document (the “Policy”) sets forth policies, procedures, responsibilities, and terms of agreement relating to the use of C3 Facilities by any person or entity (“User”) and serves as the official policy governing use of C3 Facilities. The Policy includes all Addendums, Schedules, and other necessary documents in conjunction with the lease of C3 Facilities. All previous policies become null and void as of the date of formal approval of this C3 Facilities Use Policy by the Session of C3.

III. General Use

In no event shall persons or groups who hold, advance or advocate beliefs, or engage in practices that contradict the church’s faith and doctrines of the Presbyterian Church in America use the C3 Facilities. This policy applies to all church buildings, equipment, and grounds (the “C3 Facilities”), regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all of its property as holy and set apart to worship God (see Colossians 3:17). C3 reserves the right to determine, in its sole discretion, if any requesting group does not align with its beliefs, faith, and doctrines, and deny use of the C3 Facilities to any group.

IV. General Policy

A. Use of C3 Facilities

Facility use requests (“Event(s)”) will be considered based on the size and nature of the Event, number of attendees, availability of space, impact on the church budget and personnel, and purpose of the Event.

C3 may sometimes allow use of the C3 Facilities under license or lease by some non-church organizations whose activities are consistent with the church’s mission and whose proposed activity benefits the church community.

The following groups may use church building and grounds subject to approval (as outlined below):

1. Church departments
2. Church staff, members, and active non-members
3. Non-members with limited scope (example weddings and receptions)
4. Community Homeowner's Associations
5. Non-profit groups (must have general liability insurance - see Section F for further information)
6. For-profit groups with restrictions / limitations: seminars, banquets, celebrations that do NOT have items or services for sale at the time of the Event are allowed
7. Community organizations: creative arts, chamber of commerce, scouting, etc.

The following groups may not use C3 Facilities:

1. Political
2. Quasi-political
3. For-Profit Fundraising Groups
4. Weekly Educational / Tutorial Groups
5. Groups that need consistent multiple days, Monday-Friday during business hours (8am-4pm)

B. Public Accommodation

C3 Facilities are not a place of public accommodation. C3 Facilities are exempt from property taxes. Any use that jeopardizes the property tax exempt status of C3 is prohibited.

C. Use of Alcohol

C3 does not provide for the serving of alcohol at Events under lease of the property. In some instances, the use of alcohol will be permitted (example: wedding receptions) and must be pre-approved by C3.

When approval is granted:

1. Beer, champagne, and wine ONLY are allowed on C3 Facilities. If the use of alcohol is requested, a signed Alcohol Waiver and Release of Liability Form (attached hereto as Addendum 2) is required. The completed Alcohol Waiver and Release of Liability must be submitted to C3 2 weeks prior to the date of the Event, or C3 reserves the right to deny the use of alcohol.
2. Any Event that includes the use of alcohol is required to have a bartender who holds a Tennessee Server Permit. Evidence of a Tennessee Server Permit must be submitted to C3 2 weeks prior to the date of the Event, or C3 reserves the right to deny the use of alcohol.
3. Any event that includes the use of alcohol is required to have Security on site for the entirety of the Event, provided either by a Franklin Police Department ("FPD") officer(s) on site, a retired or off-duty police officer(s), or a private security company ("Security"). Evidence of the procurement of such Security must be submitted to C3 at least 2 weeks prior to the date of the Event, or C3 reserves the right to deny the use of alcohol.

4. Wine is allowed for any sacrament of communion that takes place at C3 Facilities. No alcohol waiver is necessary for that use.

D. Child Care

C3 does not provide childcare for any User Event. There are to be NO unsupervised children in the C3 Facilities under any circumstances.

E. Available Facilities and Facility Use Fees

While it is C3's intent and desire to provide use of C3 Facilities as a gift to our members, regular attenders, and our local community, certain fees must be assessed for the costs of use to C3 for the maintenance and wear and tear to the building and grounds, equipment, cost of personnel, utilities, etc. (the "Rental Fee" or "Fees"). An initial quote for Fees will be provided based on the information submitted to C3, and an invoice will be sent prior to the Event. If there are changes to the Event, or if additional spaces/Resources are requested, there may be additional Fees for these changes, and an invoice for those additional Fees will be sent within 2 weeks after the Rental Date. All invoices are due upon receipt.

1. Event Fees fall into 3 separate categories: Minor Events, Major Events, and Weddings.
 - a) Minor Events are Events held in any Classroom, or Events that are held in other areas of C3 that do not require extensive setup or Resources. Examples of Minor Events are graduation/ birthday parties, board meetings, HOA meetings, club meetings, etc. A Schedule of Facilities and Fees for Minor Events that outlines all available spaces at C3, along with any specific guidelines associated with each space, is attached.
 - b) Major Events are Events that require multiple rooms, days, or extensive setup and Resources. Examples of Major Events are conferences, corporate retreats, dinners, seminars, graduation ceremonies, day camps, etc. Fees for Major Events are based on the size and scope of the Event, and the attached Schedule of Fees for Major Events provides the range of Fees associated with Major Events.
 - c) Wedding Fees are also based on size and scope. For information regarding Weddings, please see the C3 Facilities Use Policy – Weddings.
2. All Events are subject to a \$20/hour Security Fee for each hour an Event is on site during Mustard Seed Preschool hours. The Security Fee will be reflected on the initial quote and will be adjusted as needed on any final invoice.
3. All non-C3 User Events are required to have a C3 Liaison on site at all times during the Event. The C3 Liaison is there to assist with any needs during the Event. If the Event is during non-business hours (after 4:00 pm), there *may be* a C3 Liaison Fee of \$20/hour if there is no C3 Staff member or representative on site. If this Fee is to be assessed, the requestor will be informed at the time of approval of the Event.

F. Requirements, Responsibilities, and Restrictions

1. **Insurance**

All non-C3 Users must be protected with a certificate of insurance, with the exception of individuals, families, and wedding parties (except in the case of a professional catering company). Comprehensive or commercial insurance coverage will be required of all other

Users not covered by the church's insurance coverage. The coverage must have minimum limits for each occurrence of \$1,000,000; and a general aggregate of \$2,000,000. In addition, all Users must execute an Indemnity Agreement (attached hereto as Addendum 1) as part of this Policy, which Agreement will be provided upon approval of the requested Event.

2. Contracts and Agreements

Use of C3 Facilities may be used only through this Policy. C3 does not accept any costs or liability arising from the activities associated with any non-C3 User Event.

3. Public Safety

Coordination with a Franklin Police Department officer(s), a retired or off-duty police officer(s), or a private security company ("Security") shall be required for any Event which may require extraordinary preparation to assure the safety of persons and property. Such determination will be made in the sole discretion of C3, and C3 will notify the User of this determination prior to approval of the Event. The responsibility for coordinating with Security will rest with the User for the scheduled Event.

4. Care of C3 Facilities for all Users

- a) The conduct of all persons attending programs are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- b) Activities and programs are limited to the space that is assigned.
- c) The C3 Facilities are designated as non-smoking; therefore, smoking is not permitted inside any of the buildings or within 50 feet of any of the entrances or ventilation intakes of the C3 Facilities.
- d) Dining or the serving of food is limited to designated areas and must be pre-approved by C3.
- e) Use of dripless candles is allowed only in designated areas and must be approved by C3. Candles must never be left unattended. Electric or battery-operated flameless candles may be used in any space and do not require approval.
- f) C3 furniture, furnishings, or equipment are not to be removed from C3 property or moved from room to room. Use of pushpins, nails, and/or tape on the walls is prohibited. Nothing may be hung from the ceilings.
- g) Dyed flower petals may not be used in any area. Items such as birdseed, rice, and bubbles are to be used outside only.
- h) The User is expected to leave C3 Facilities reasonably clean and in the same condition they were prior to the Event. The User must remove all items associated with their Event immediately following the Event. The User will be held responsible for any damages done to church property or equipment. Please immediately report any damage of church property, equipment, or furnishings to the Facilities Manager or one of the custodial staff.

i) The following items are not allowed in or on the church property:

- Weapons
- Alcoholic beverages (unless pre-approved)
- Use of tobacco products (inside the building)
- Fireworks
- Controlled substances/drugs

G. Limited Availability

Approval of the use of C3 Facilities is subject to the following limited availability of space. Once all slots have been filled for the calendar year, no further use of space will be approved for that calendar year. All requests are subject to availability and to Section H(7) below.

1. Main Building

Event	Available Slots
Weddings/Receptions and Rehearsal Dinners (not in conjunction with a wedding held at C3)	Unlimited, subject to available space/date, with a minimum of 2 weeks between bookings
Graduation ceremonies, baccalaureates, and other larger school-related celebrations	Up to 2, subject to available space/date
Conferences, Multi-Day Seminars/Trainings, Worship Services, Camps, and other Large Group Events	Unlimited, subject to available space/date, with a minimum of 2 weeks between bookings
Graduation, Birthday, Christmas, and other types of parties	Graduation Parties: up to 3 in the month of May and up to 2 in the month of June Christmas Parties: up to 3 in the month of December Other Parties: up to 2 per month
Lunches, Dinners, and other meal-only Events	Unlimited, subject to available space/date
Board meetings, non-profit meetings, Club meetings, HOA, and other types of small meetings	Unlimited, subject to available space/date

2. Harpeth House

Event	Available Slots
Weddings/Receptions and Rehearsal Dinners (not in conjunction with a wedding held at C3)	Up to 2 per Quarter
Graduation ceremonies, baccalaureates, and other larger school-related celebrations	1 annually
Conferences, Multi-Day Seminars/Trainings, Worship Services, Camps, and other Large Group Events	Up to 2 per quarter

<p>All other Events: Graduation, Birthday, Christmas, and other types of parties; Meal-only events; board meetings, HOA meetings, club meetings, etc.</p>	<p>Graduation Parties: up to 4 in the month of May and up to 2 in the month of June* Christmas Parties: up to 2 in December Other Events: up to 2 weekend days per month and up to 4 weekdays/evenings per month *NO OTHER EVENTS IN JUNE NO EVENTS IN JULY</p>
---	---

H. Scheduling and Approval

1. All groups or individuals wishing to reserve the C3 Facilities must do so in writing on the C3 Facilities Use Request Form, which can be found on C3’s website at christcommunity.org/engage. The User will receive a reply within 5 business days after submission of the Form.
2. No group or person may reserve space on behalf of another organization or person. The group reserving the space must be the primary user of the space for the Event and may not sell, sublease, or transfer reservations to another individual or group.
3. All requests must be made in advance as follows:
 - a) Minor Events must be requested no later than 3 weeks in advance of the date of the Event. Exception: In the case of emergency situations that require no setup or A/V, requests can be made 48 hours in advance of the time of the Event.
 - b) Major Events and Weddings must be requested at least 3 months in advance of the date of the Event.
 - c) Any files for A/V needs (i.e., slides, pictures, digital files, etc.) must be provided to and accepted by C3 no later than 3 weeks before the date of the Event. No changes can be made to any AV requests after the date that is 15 days prior to the date of the Event.
 - d) All Setup Diagram(s) (part of the Schedule of Fees attached to this Policy) for the requested space(s) and requests for Resources (as listed on the Schedule of Fees attached to this Policy) must be provided to and accepted by C3 before confirmation of the requested reservation. No changes can be made to any setups after the date that is 15 days prior to the date of the Event.
4. No Event can be scheduled or approved more than 6 months in advance of the date requested. Exception: Major Events and Weddings can be requested at any time prior to the 3 month deadline above.
5. All Events must be concluded and the building vacated by 10:00 pm. Special arrangements must be made at the time of scheduling for any Event lasting past 10:00 pm, and are subject to an additional Fee of \$200 per hour beyond 10:00 pm.
6. The reservation process is completed only when the User has received a written confirmation of the requested Event from C3. All requests will be confirmed as soon as possible after the complete submission of the C3 Facilities Use Request Form. If any items are missing from the C3 Facilities Use Request Form, it will not be deemed to be a complete

form and will be returned to the User for completion before the approval process can begin. Confirmation of the requested reservation is dependent upon the following:

- a) Receipt by C3 of the executed signature page of this Policy;
- b) Receipt by C3 of the executed Event Detail Report, which is a list of the final details of the Event, including date(s) and time(s) of the Event (the “Rental Date”), all requested Resources, Setup Diagram(s), and other details of the Event. The Event Detail Report will become part of this Policy upon its execution.

7. No Events will be approved during the following times:

All C3 Facilities:

- ◆Holy Week
- ◆Memorial Day holiday
- ◆Independence Day holiday
- ◆Labor Day holiday
- ◆Thanksgiving Week
- ◆During the weeks of December 15 – January 5 of each year

Harpeth House only – in addition to the times listed above:

- ◆Sundays
- ◆Wednesdays
- ◆The months of June – July of each year

I. Cancellations

1. **Cancellation by C3:**

Once approved, space is guaranteed except in case of an unforeseen emergency or natural disaster. In such an emergency, C3 may cancel the use of the C3 Facilities without prior notice and will attempt to reschedule the Event. If the Event cannot be rescheduled, C3 will refund any Fees, as well as the non-refundable deposit (if any). If an emergency occurs during an Event, the Event may be terminated. C3 is not responsible for any costs incurred due to Event cancellation or termination resulting from an emergency or natural disaster.

2. **Cancellation by User:**

Cancellations up to 30 days from the date of the Event will receive a full refund of any Fees, excluding the non-refundable deposit.

Cancellations up to 2 weeks from the date of the Event will receive a 50% refund of any Fees, excluding the non-refundable deposit.

Cancellations less than 2 weeks from the date of the Event will not receive a refund for any Fees including the non-refundable deposit.

[SIGNATURE PAGE FOLLOWS]

This C3 Facilities Use Policy is executed on the _____ day of _____, 20__.

Signature

Printed Name

Name of Organization (*if applicable*)

ADDENDUM 1
INDEMNITY AGREEMENT

This INDEMNITY AGREEMENT (this "Agreement") is made effective as of the Rental Date(s) listed on the Event Detail Report (the "Contract") which is made a part of this Policy by reference, by and between Christ Community Church ("C3"), 1215 Hillsboro Road, Franklin, Tennessee 37069 and _____ ("User"). C3 and User are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, User desires to use C3's property located at 1215 Hillsboro Road Franklin, Tennessee 37069 (the "Facilities") on the Rental Date(s) specified on the Contract, and C3 agrees to make such Facilities available to User on such Rental Date(s); and

WHEREAS, in exchange for making the Facilities available to User for such purposes, User desires to indemnify C3 from any claims and/or litigation arising out of User's use of the Facilities.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, C3 and User hereby agree as follows:

TERMS

1. Indemnification. User shall fully defend, indemnify, and hold harmless C3 from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), imposed against or incurred by C3 arising out of a third party claim ("Claim") against C3, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, of personal injury, death, or property damage arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of User, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers, except to the extent of any acts, omissions, negligence, or willful misconduct on the part of C3, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to C3 for all legal fees, expenses, and costs incurred by it based on any such Claim.

2. Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the actual legal power, right, and authority to make this Agreement and bind each respective Party.

3. Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

4. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

5. Attorneys' Fees and Costs. If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which that Party is entitled. In the Event that it is the subject of dispute, the court or trier of fact who presides over such legal action or proceeding is empowered to determine which Party, if any, is the prevailing party in accordance with this provision.

6. Entire Agreement. This Agreement contains the entire agreement between the Parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the Parties related to such matters.

7. Enforceability, Severability, and Reformation. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under Tennessee law. In the Event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under Tennessee law.

8. Applicable Law. This Agreement shall be governed exclusively by the laws of Tennessee, without regard to conflict of law provisions.

9. Exclusive Venue and Jurisdiction. Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of Tennessee. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.

10. Signatures. This Agreement shall be signed by an authorized representative of C3, and by User or an authorized representative of User, and is effective as of the date first written above.

C3

Signature

Printed Name

User

Signature

Printed Name

Name of Organization (if any)

ADDENDUM 2

ALCOHOL WAIVER and RELEASE of LIABILITY FORM

Christ Community Church does not provide for the serving of alcohol at Events held under rental of the Facilities and DOES NOT ALLOW THE USER TO PROVIDE FOR THE SERVING OF ALCOHOL AT THE EVENT UNLESS preapproval is obtained and THIS LEGALLY BINDING RELEASE OF LIABILITY, AND ASSUMPTION OF RISK AGREEMENT IS SIGNED.

Please read carefully before signing.

I, the undersigned (User) acknowledge that the serving of alcohol for my Event carries potential risks and dangers beyond the control of Christ Community Church.

I, as the responsible party, assume all liability for myself and all Event participants, invitees and other guests for any form of negligence that may arise from the consumption of alcohol by the Event participants, invitees and other guests.

I hereby agree to indemnify, defend, release, and hold harmless Christ Community Church, Including the officers, members, and employees collectively (“Releasees”) from all liability to me, my invitees/guests, my next of kin, my conservators, assigns, heirs, guardians or other legal representatives for any and all claims, demands, losses or damages, suits, fines, including court costs and attorneys’ fees, for any injury, death, or damaged property arising out of making available/serving alcohol at this Event.

I hereby waive all legal rights to pursue any form of legal action against Christ Community Church and the Releasees.

I hereby acknowledge my responsibility to hire a licensed bartender; and City of Franklin Police Officer, a retired or off-duty police officer(s), or a private security company (“Security”) to be present during the reception; and such Security must remain until guests have departed the campus.

I HAVE READ THIS AGREEMENT AND HAVE SIGNED IT FREELY. I FULLY UNDERSTAND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST EXTENT OF THE LAW.

Name of Event _____ Date/s of Event _____

Signature of Responsible Party (User)

_____ Date of Signing _____

Printed Name of Responsible Party

Phone _____ Email _____

Address _____

SCHEDULE OF FACILITIES AND FEES FOR **MINOR EVENTS**

Following is a list of the spaces available at C3, along with any specific guidelines associated with these spaces, and the Fees for **Minor Events** associated with the use of each space.

NO CHANGES can be made to any setups after the date that is 15 days prior to the date of the Event.

[The available spaces also apply to Major Events and Weddings; the Fees for Major Events are listed on a separate schedule attached hereto; the Fees for Weddings are outlined in the C3 Facilities Use Policy – Weddings.]

REST OF PAGE INTENTIONALLY LEFT BLANK

MAIN BUILDING - LAYOUT



WORSHIP CENTER

The Worship Center will seat up to 900 people.

Resources available (included in rental fee):

Upholstered Chairs & Stadium Seating

Stage: Upper – 36’ x 15’

Lower – 8’ x 8’

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless), Monitors, Inputs

Projector, Cameras (3)

Truss Lighting

Fee Schedule

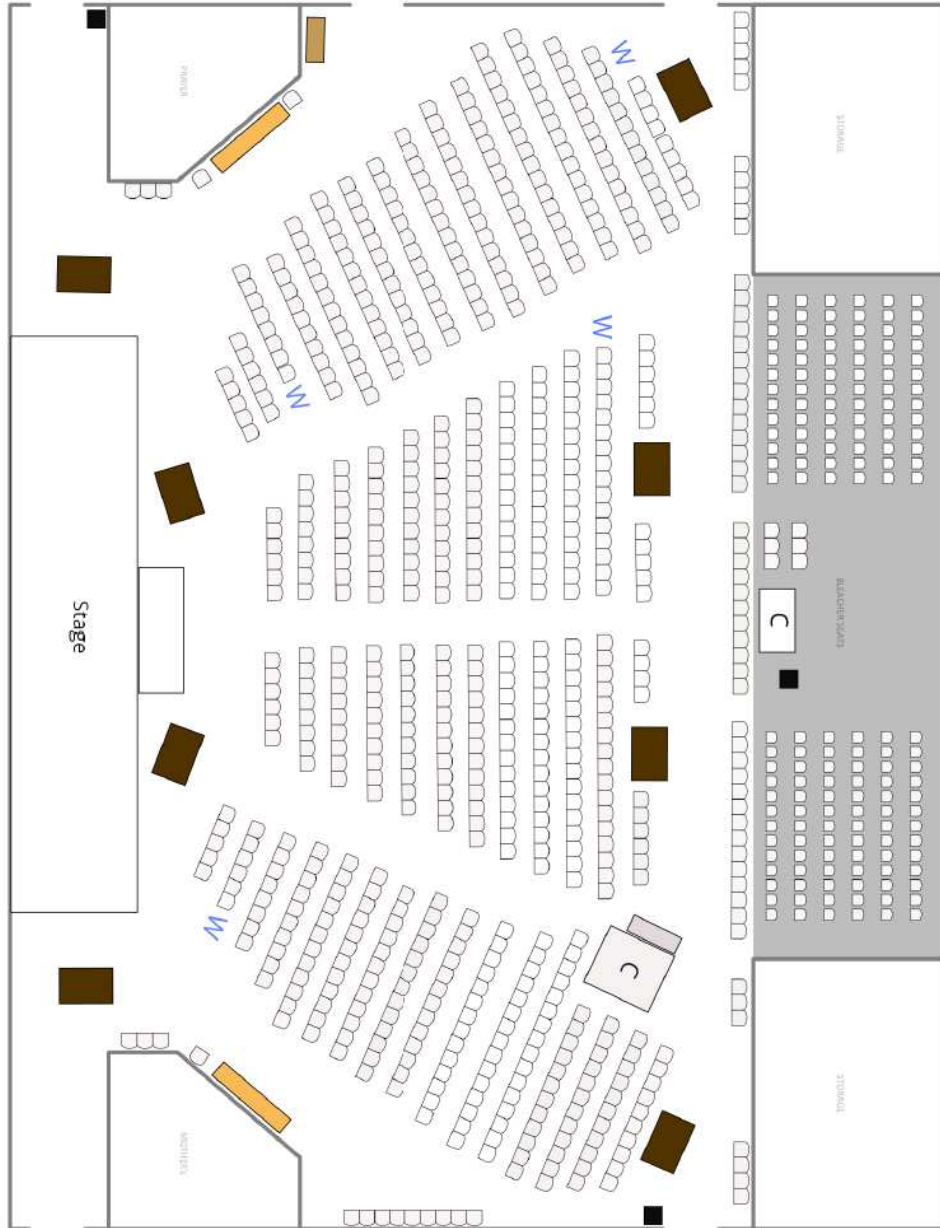
C3 MEMBERS and Non-Profits:

	Short-Term (up to 2 Hours)	Half Day (3-4 hours)	Full Day (over 4 hours)
Worship Center	\$100	\$300	\$500
	Audio/Visual All Events that require A/V services must use C3’s technician(s). The Fees for A/V are dependent upon the size and scope of the event and the specific A/V requests. Exception: TV Cart has no additional Fee		
	Stage Prep/Reset \$200 to set up and reset the stage for any group not using the standard setup		






NON-MEMBERS:

	Short-Term (up to 2 Hours)	Half Day (3-4 hours)	Full Day (over 4 hours)
Worship Center	\$300	\$1,000	\$1,500
	Audio/Visual All Events that require A/V services must use C3’s technician(s). The Fees for A/V are dependent upon the size and scope of the event and the specific A/V requests. Exception: TV Cart has no additional Fee		
	Stage Prep/Reset \$200 to set up and reset the stage for any group not using the standard setup		

WC-1



Worship Center
900 Seats

-  Camera Platform
-  Communion Table
-  Pew
-  Wheelchair seating
-  Black trash can

MAIN BUILDING: EVENT CENTER
CAPACITY: 265

The basic layouts can be modified by moving/removing tables, chairs, the stage, and/or the food service tables, as long as the capacity does not exceed 265 people. The Farm Table must remain in the room.

Resources available (included in rental fee):

Chairs, Upholstered and Non-Upholstered
6' Round Tables
8' Rectangular Tables
Configurable Risers/Stage

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless), Projector
Tablecloths: White, Black, Grey
Dinner Service: Dinner, Salad, Dessert Plates, & Silverware

Fee Schedule

C3 MEMBERS and Non-Profits:

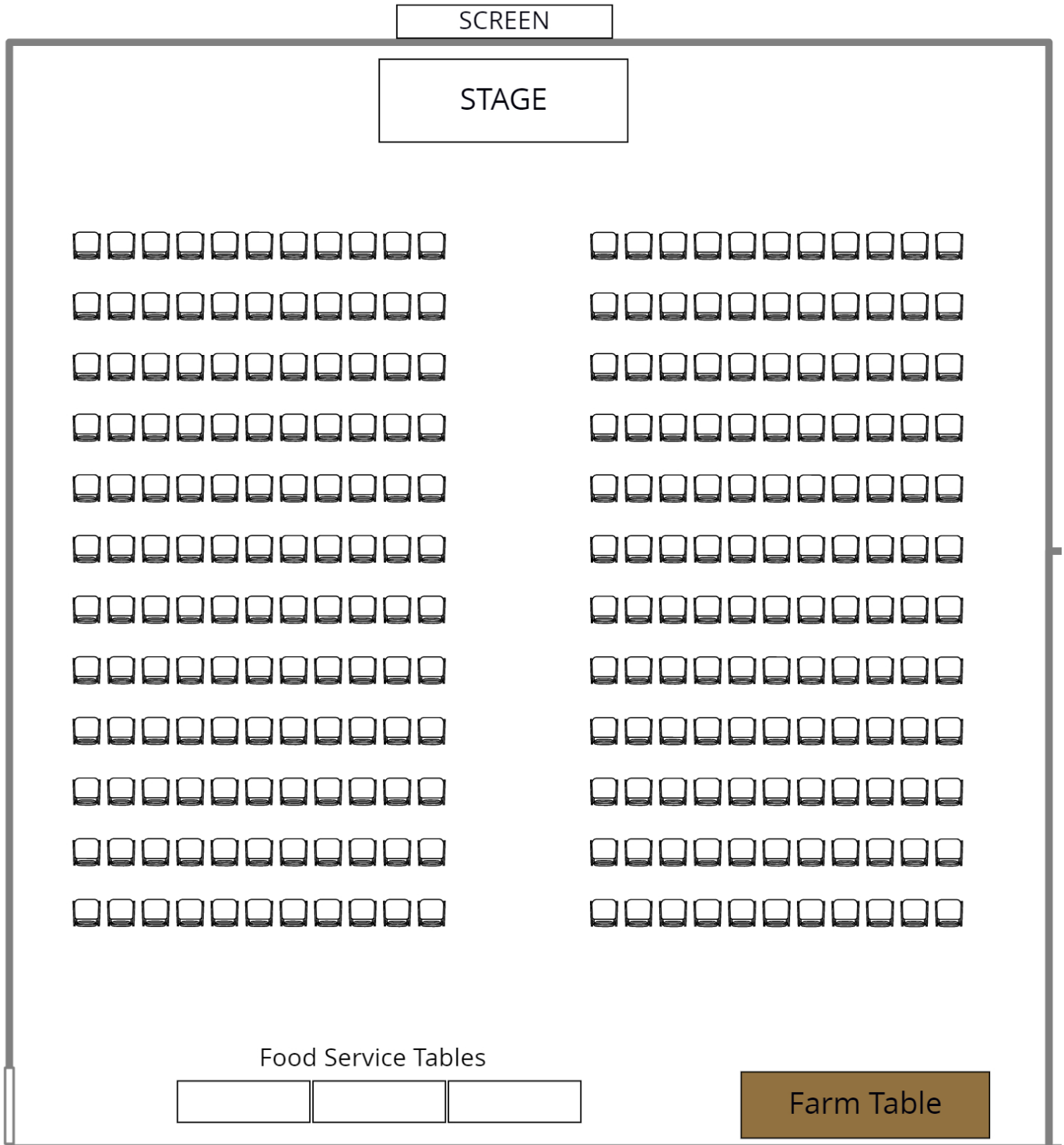
	Half Day (4 hours or less)	Full Day (over 4 hours)
Event Center	\$125	\$10/per additional hour
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart has no additional Fee		

NON-MEMBERS:

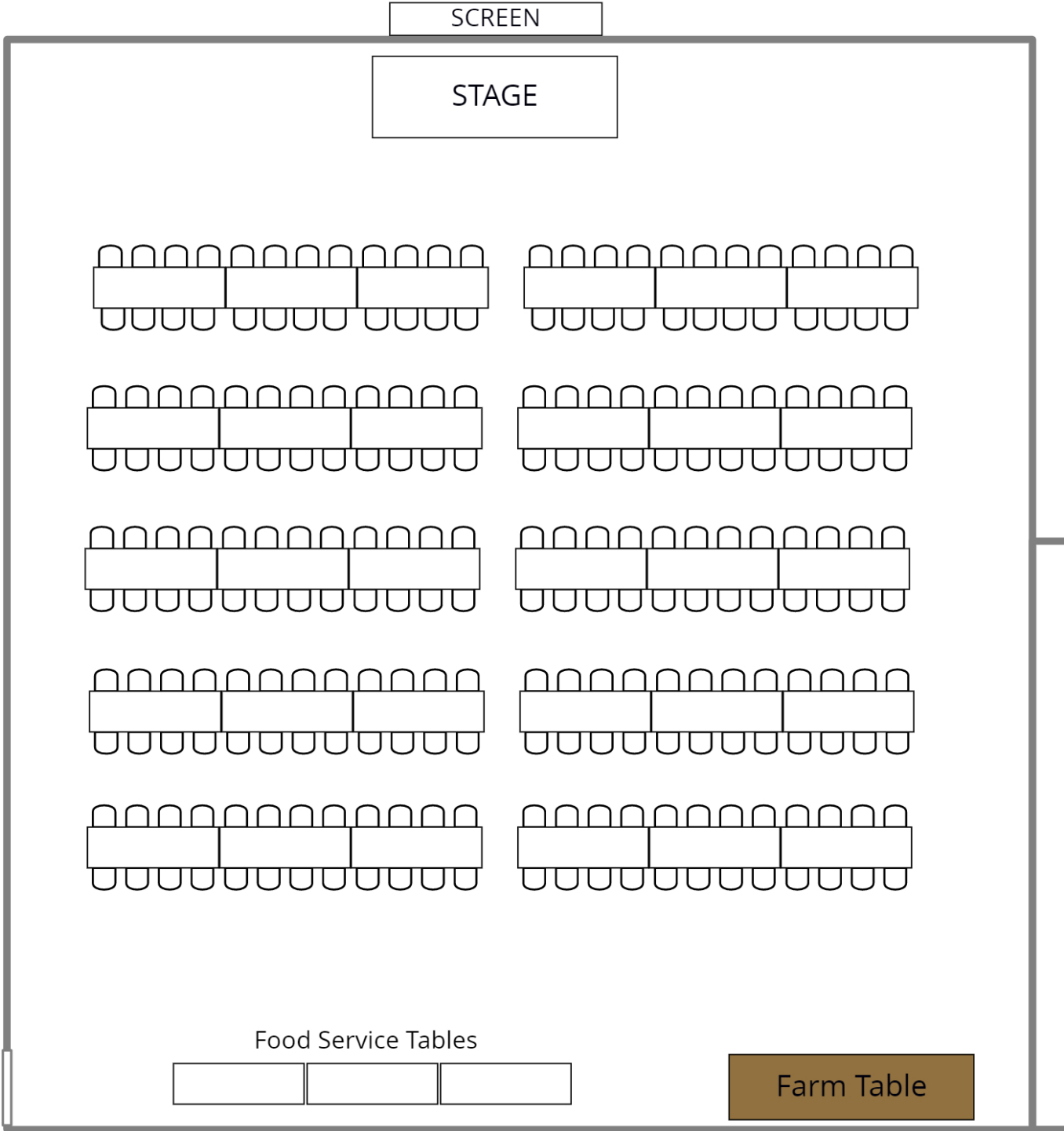
	Half Day (4 hours or less)	Full Day (over 4 hours)
Event Center	\$200	\$25/per additional hour
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart has no additional Fee		

EC 1

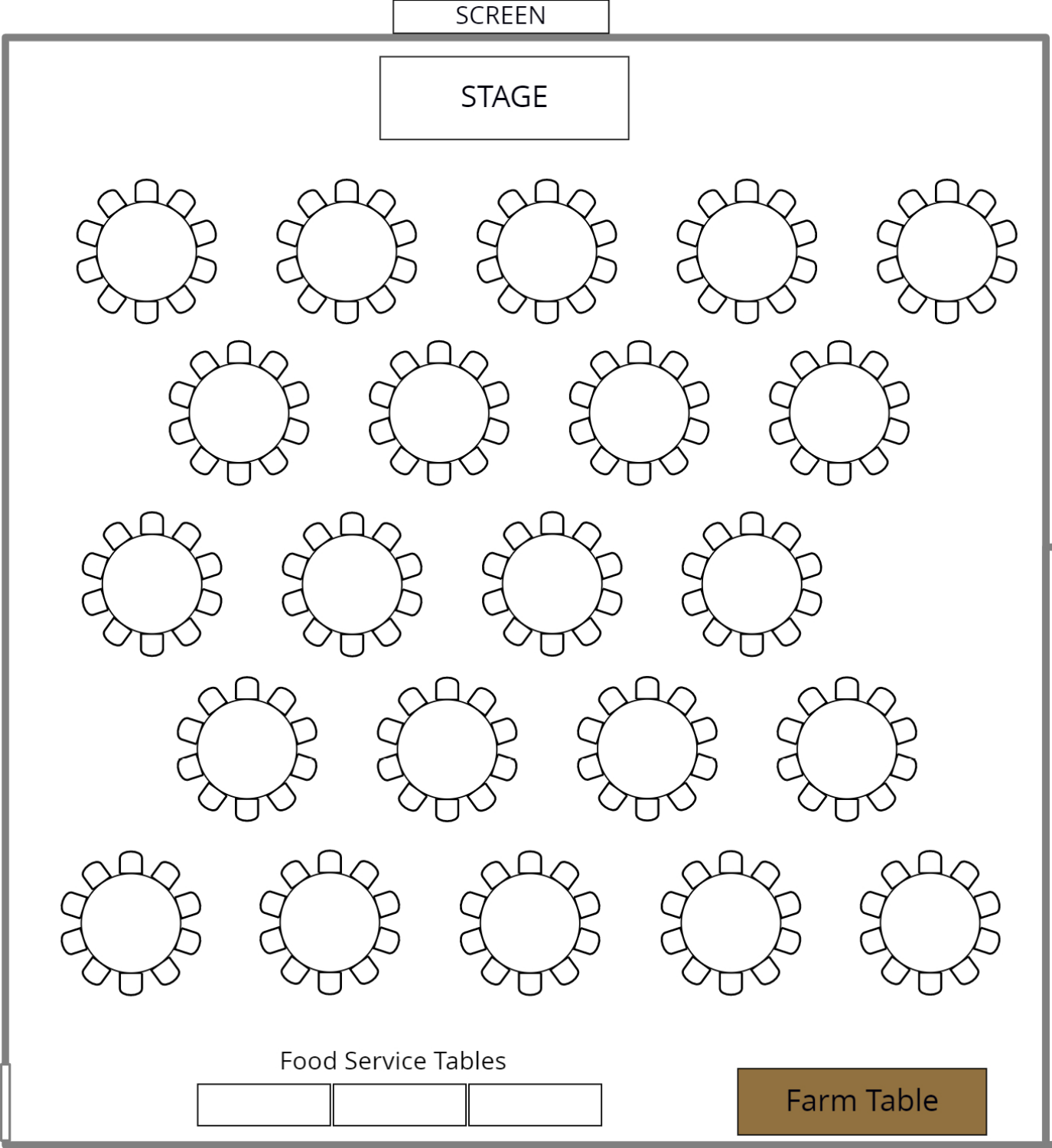
Classroom Style – 264 Chairs



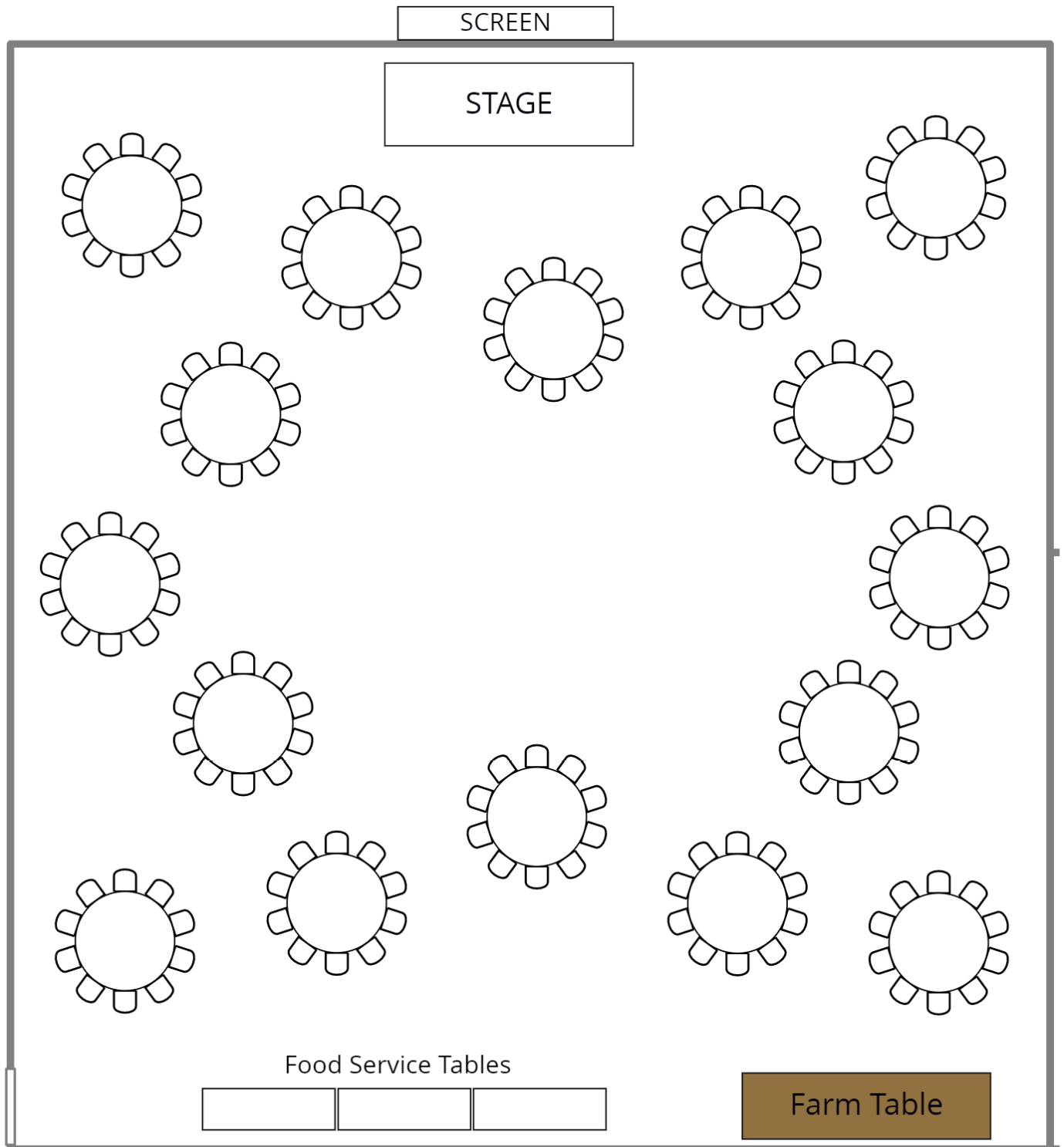
EC 2
30 Rectangular Tables – 240 Chairs



EC 3
22 Round Tables – 220 Chairs



EC 4
16 Round Tables w/Dance Floor Area – 160 Chairs



MAIN BUILDING: COMMERCIAL KITCHEN

The Kitchen can be rented in conjunction with the Event Center only. Rental of the Kitchen is subject to guidance/training on the professional equipment, and on User's performance of the attached Kitchen Checkout List.

Resources available (included in rental fee):

- Use of any refrigerator (walk-in or reach-in)
- Use of walk-in freezer
- Use of warmer
- Use of ice maker
- Use of all sinks, prep tables, racks, and equipment contained within the Kitchen
- Use of all stoves and ovens, subject to supervision by C3 Kitchen Manager*
- Use of dishwasher, subject to supervision by C3 Kitchen Manager*
- Use of coffee brewers and grinders, subject to supervision by C3 Kitchen Manager*

Fee Schedule

C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Kitchen (fee in addition to Event Center fee)	\$50	\$75
*Kitchen Manager	\$100	\$250
See Main Kitchen Checkout List for additional fees associated with non-performance		

NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Kitchen (fee in addition to Event Center fee)	\$100	\$150
*Kitchen Manager	\$100	\$250
See Main Kitchen Checkout List for additional fees associated with non-performance		

*Additional Fee is waived for professional catering companies who provide their own kitchen manager and a certificate of insurance as outlined in Section F(1).



CHRIST COMMUNITY CHURCH

Main Kitchen “Checkout” List

Event Name: _____

Date/Time: _____

Person Responsible: _____ Phone: _____

Please check off items completed (N/A items not used). Sign, date and leave on kitchen counter. Thank you!

	COFFE POTS USED – dump coffee/rinse out/clean drip tray – leave lid off to air dry
	ALL ITEMS USED – wash/rinse/sanitize (Sanitabs are under dishwasher), air-dry on towels on sink drain
	DISHWASHER – drain/Power off, Rinse garbage disposal (<i>if used</i>)
	TABLES & SURFACES – (incl cutting boards) wipe down & sanitize (Solution under dishwasher)
	DIRTY LAUNDRY – Place dirty laundry in DIRTY hamper - All aprons worn must be laundered
	SINKS – Drain and wipe down sinks after use/wipe up spills
	MICROWAVE – clean any spills/splatters inside
	WALK-IN REFRIGERATOR/FREEZER – cleaned of spills (if necessary) - Ensure doors are CLOSED
	REACH IN REFRIGERATOR – cleaned of spills (if necessary) – Ensure doors are CLOSED
	ICE MACHINE – CLOSED / scoops replaced in containers FACING MACHINE
	WARMER – interior cleaned/exterior wiped down and powered OFF
	OVENS – temperature setting down AND fan switch powered OFF / hood fan & lights powered OFF
	STOVE & GRILLS – cleaned of any spills - dials OFF (ensure pilots lights are still on)
	TRASH – place all trash in bagged trash cans
	NO FOOD is to be left from your Event – please take all leftovers with you <ul style="list-style-type: none"> • Please initial this box to confirm that NO FOOD has been left, including in the fridge/freezer
	Replace ALL items used to the correct storage places, both in the Kitchen and the Kitchen Pantry
	Sweep Kitchen floor if necessary (Hang broom back on nail by ice machine)
	Please report any issues that need attention/repair:

Non-Performance of this Kitchen Checkout List will result in an additional Fee of \$100

PLEASE ALSO MAKE SURE YOU TURN OFF ALL LIGHTS AND CLOSE ALL DOORS BEFORE LEAVING THE BUILDING. THANK YOU!

MAIN BUILDING: NARTHEX

CAPACITY: 140

The basic layouts can be modified by moving/removing chairs and tables, as long as the capacity does not exceed 140 people.

Resources available (included in rental fee):

- Upholstered Chairs
- Leather Couches (2)
- Leather Wingback Chairs (2)
- Large Sideboards/Credenzas (2)
- Wooden Pub Tables (4) and stools
- Smaller Black Pub Tables and backless stools

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless)

Fee Schedule

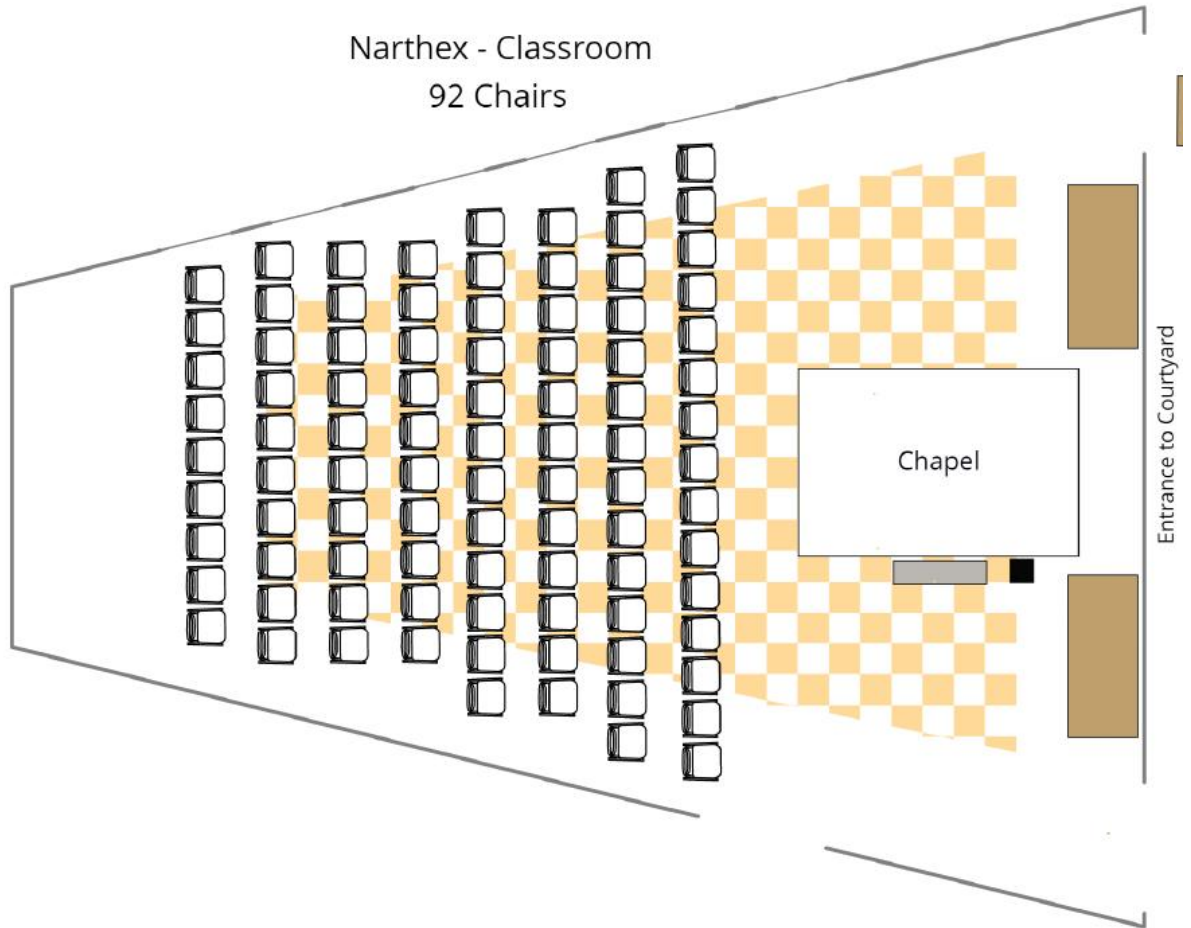
C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Narthex	\$75	\$100
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

NON-MEMBERS:

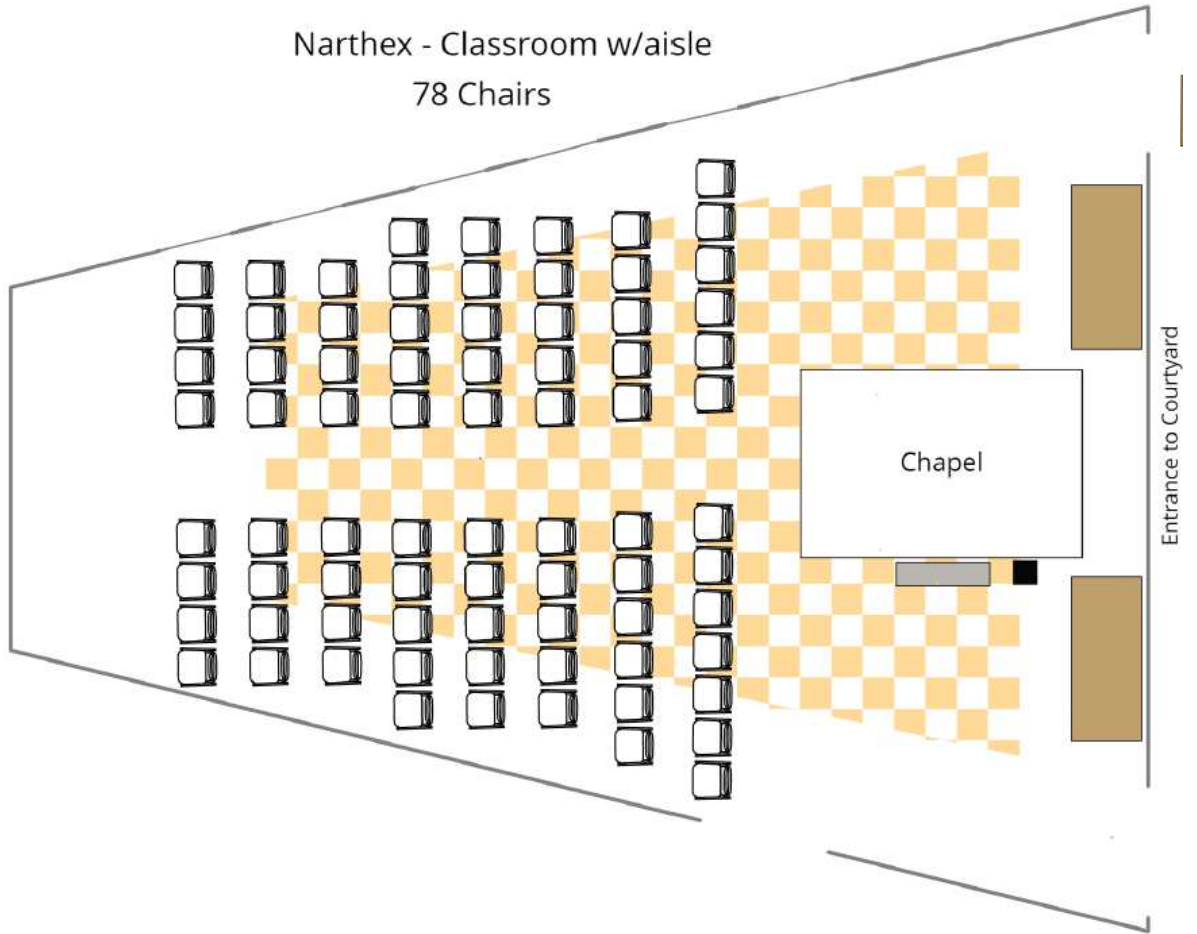
	Half Day (4 hours or less)	Full Day (over 4 hours)
Narthex	\$150	\$200
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

N 1



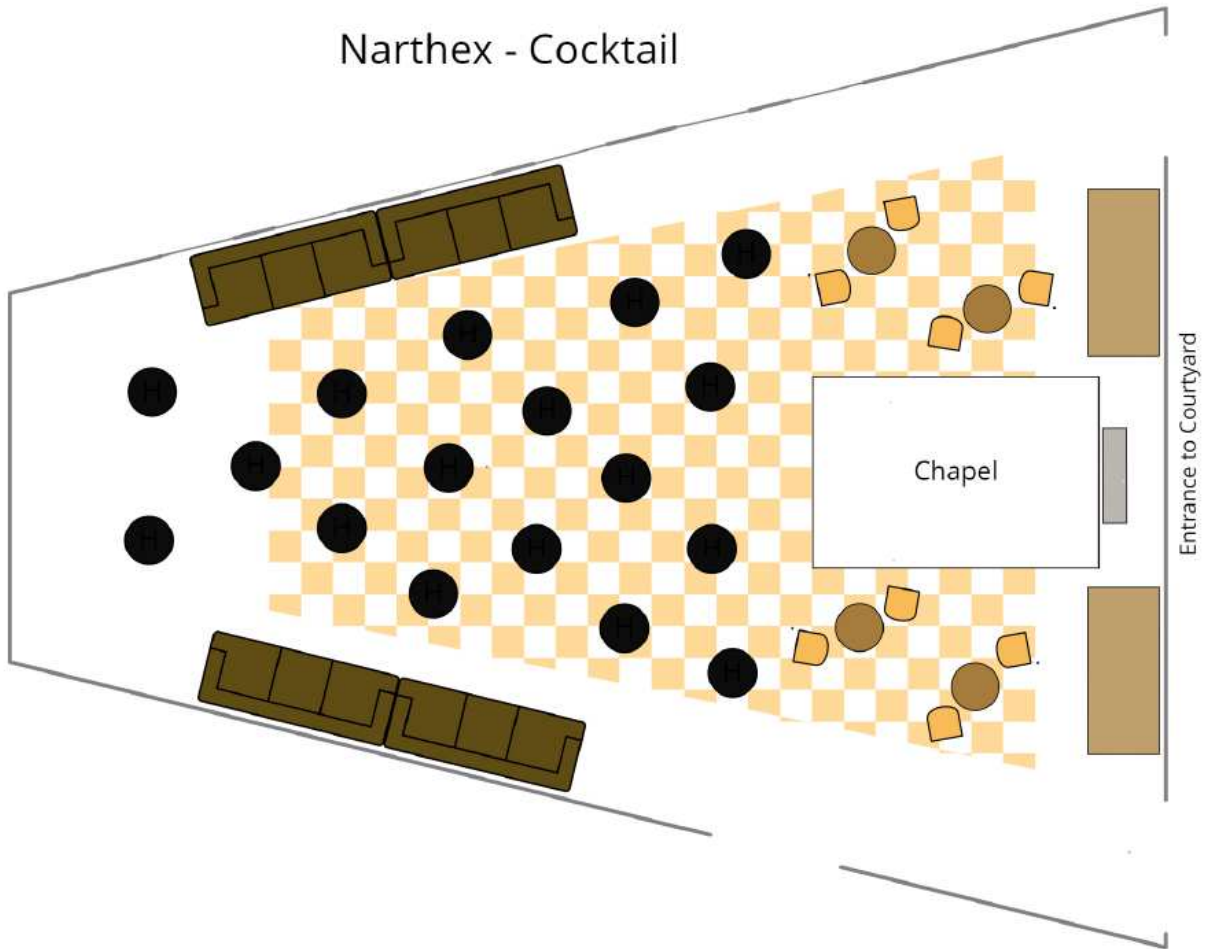
N 2

Narthex - Classroom w/aisle
78 Chairs



N 3

Narthex - Cocktail



MAIN BUILDING: LARGE MEETING ROOMS/CLASSROOMS

B102/103 - CAPACITY: 80

B110/111 – CAPACITY: 95

The Large Meeting rooms are formed by combining our Medium and Small Meeting Rooms. If you choose a Large Meeting Room, you cannot also choose a Medium or Small Meeting Room. The basic layouts can be modified by moving/removing chairs and tables, as long as the capacity does not exceed 80 for B102/103 and 95 for B110/111.

Resources available (included in rental fee):

Chairs, Upholstered and Non-Upholstered
 6' Round Tables
 8' Rectangular Tables

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless), Projector
 Tablecloths: White, Black, Grey
 Dinner Service: Dinner, Salad, & Dessert Plates

Fee Schedule

C3 MEMBERS and Non-Profits:

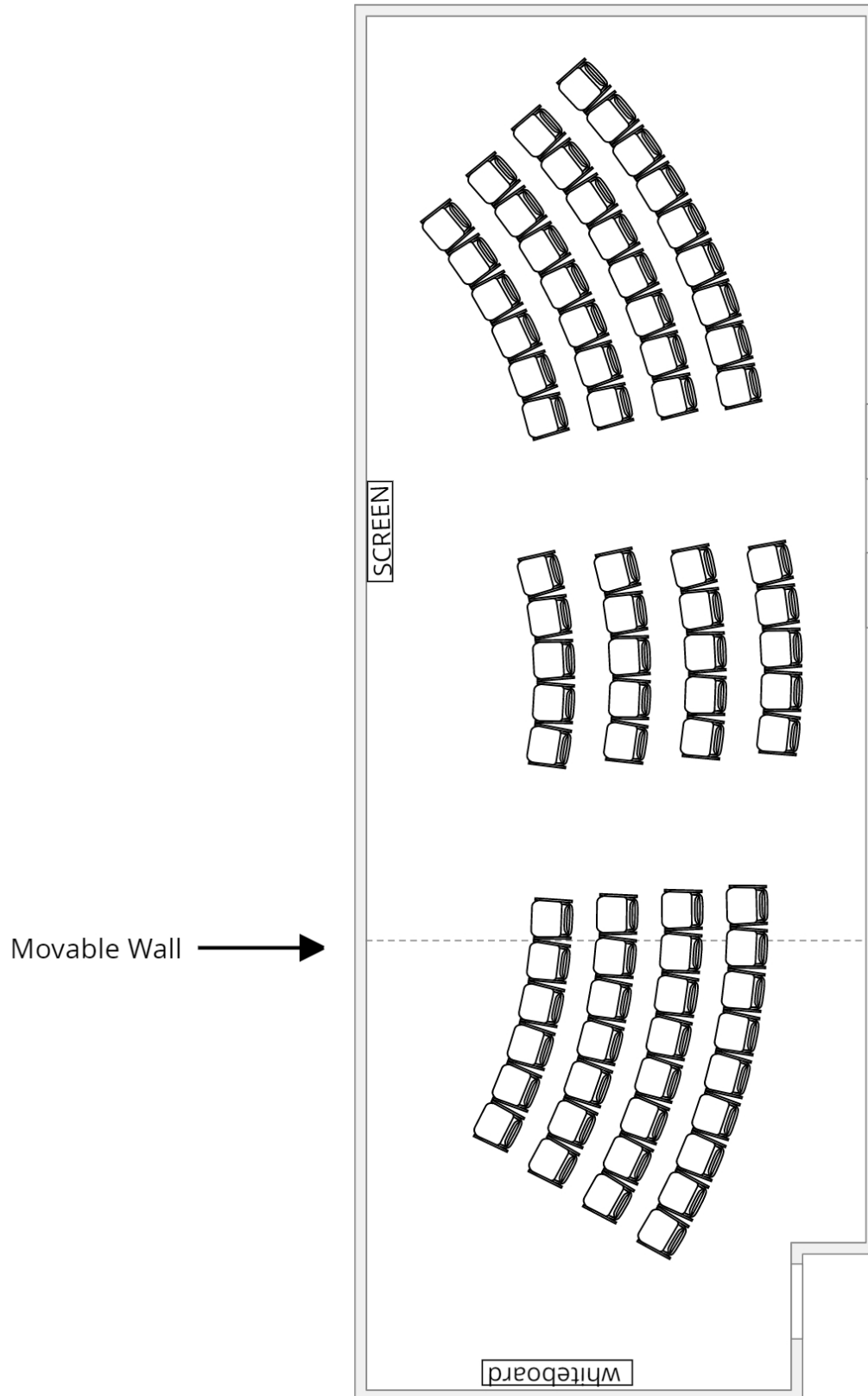
	Half Day (4 hours or less)	Full Day (over 4 hours)
Meeting Room/Classroom	\$100	\$125
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

NON-MEMBERS:

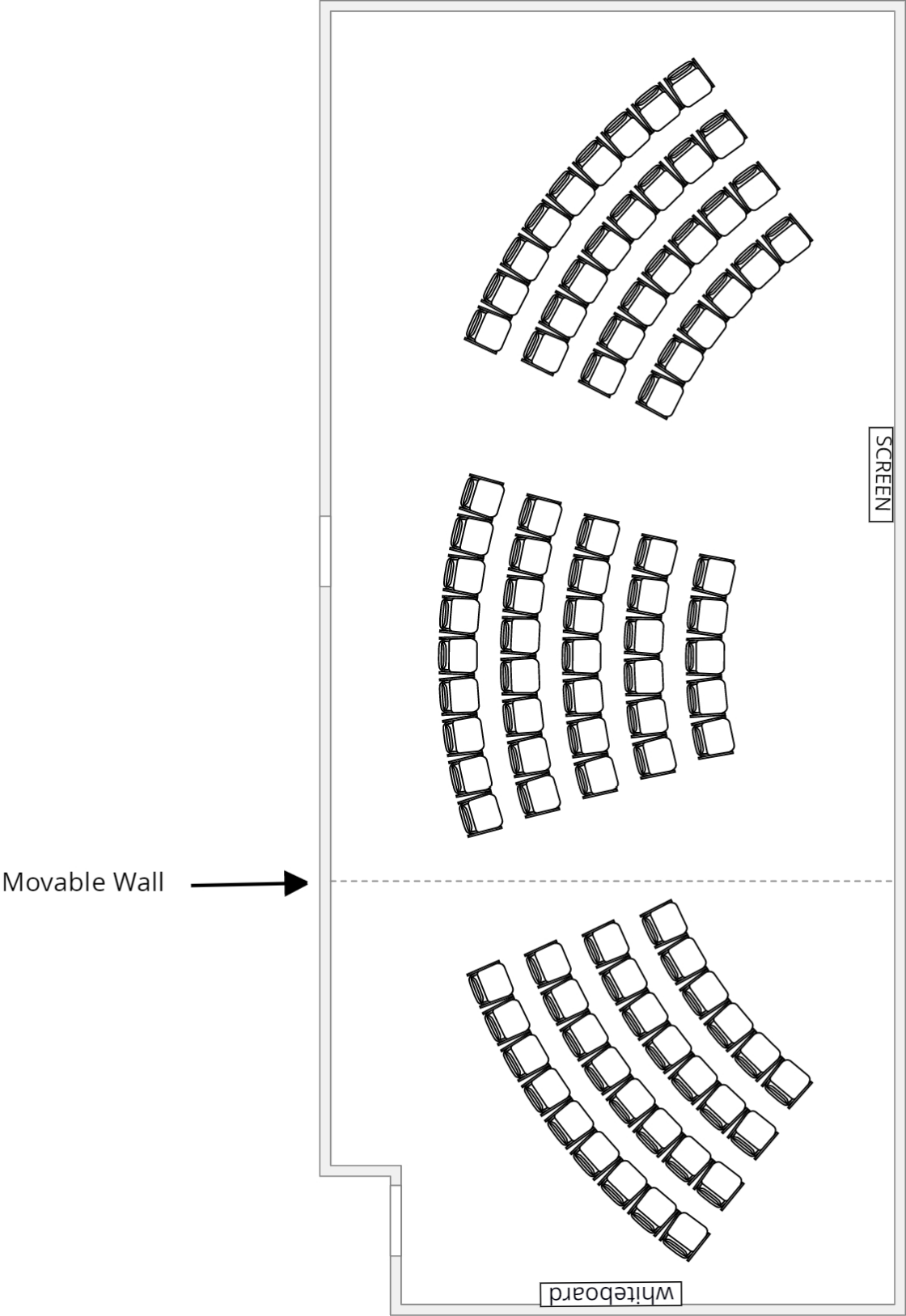
	Half Day (4 hours or less)	Full Day (over 4 hours)
Meeting Room/Classroom	\$150	\$200
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

LM 1

B102/103 Classroom Style – 80 Chairs

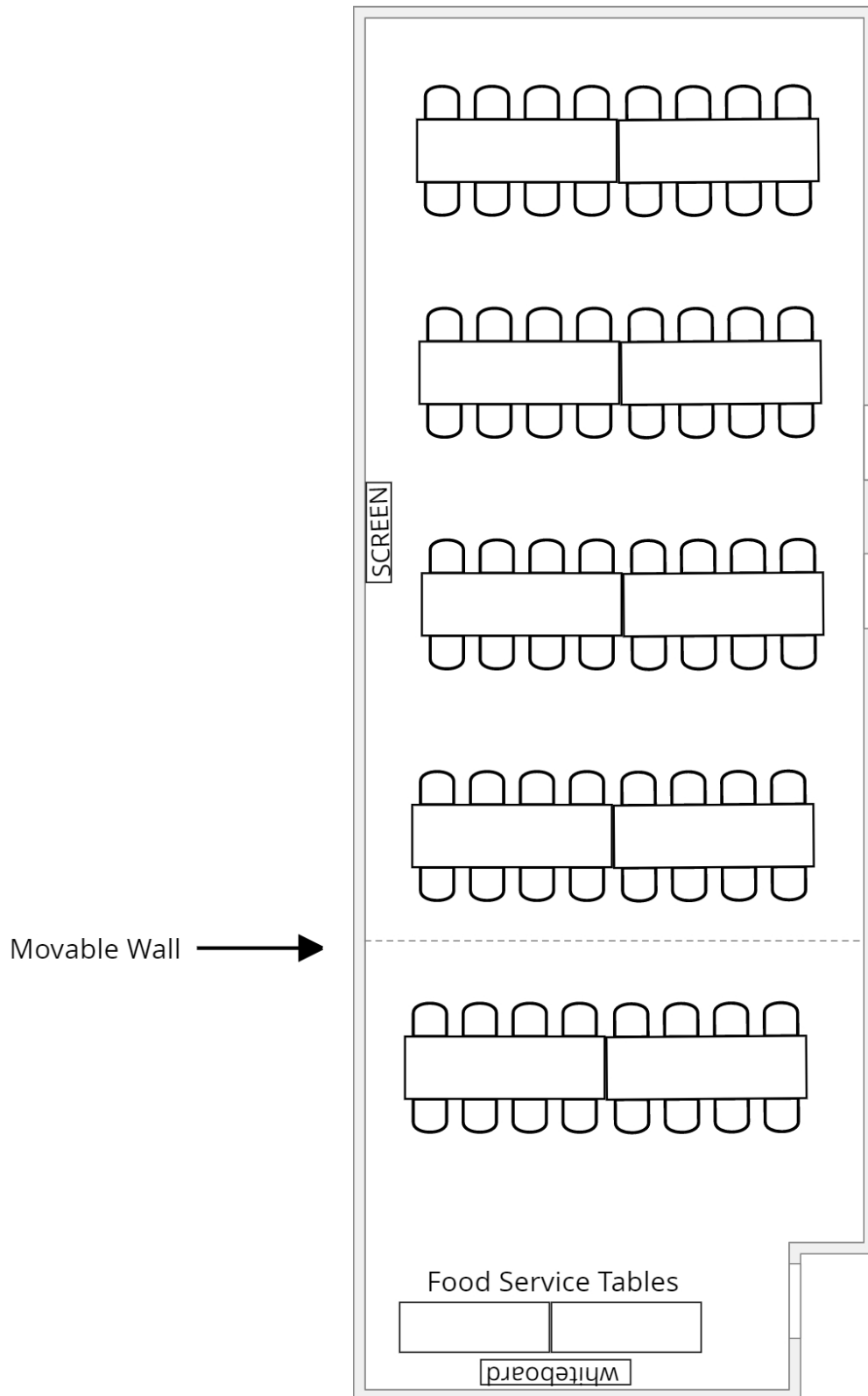


LM 2
B110/111 Classroom Style – 90 Chairs

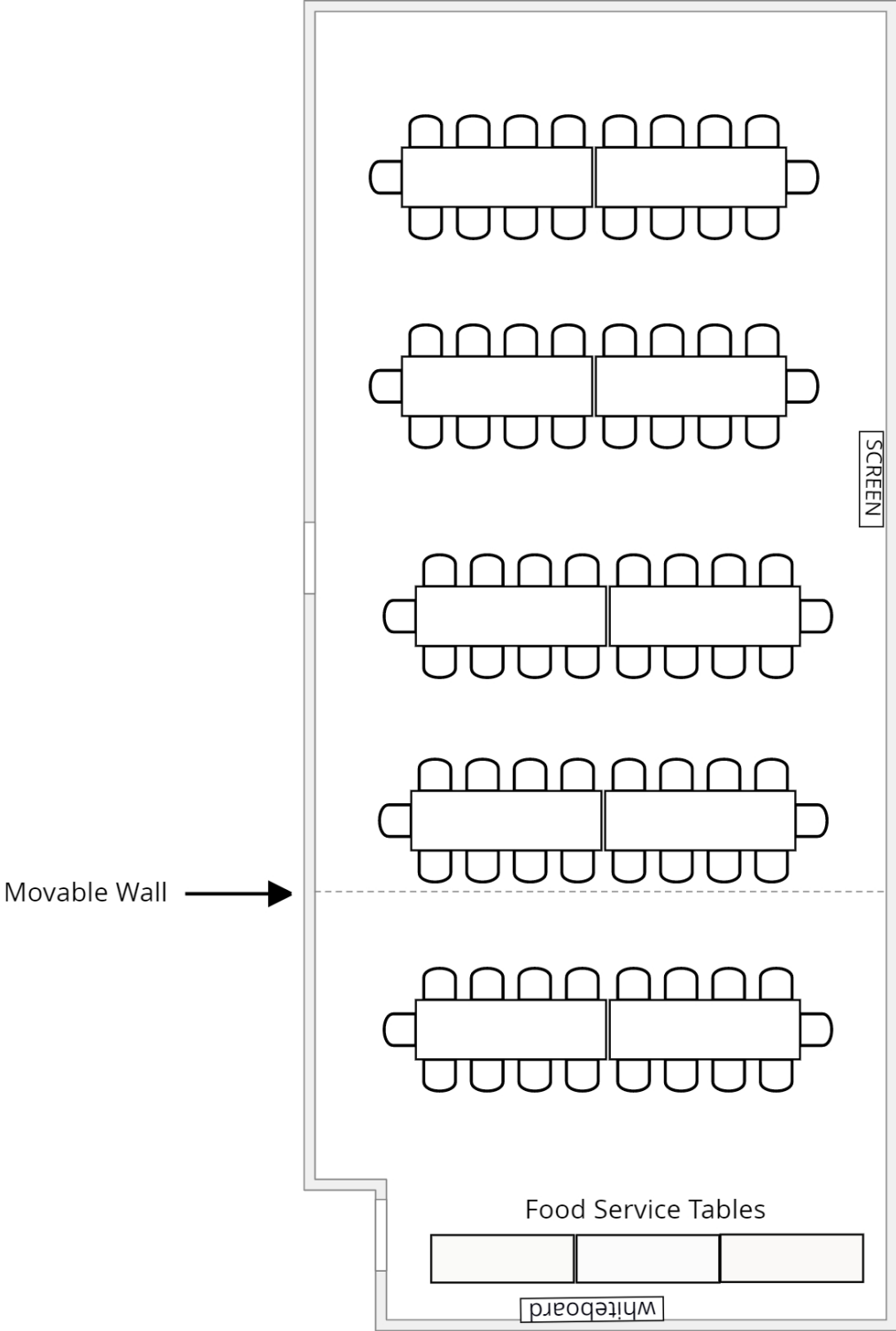


LM 3

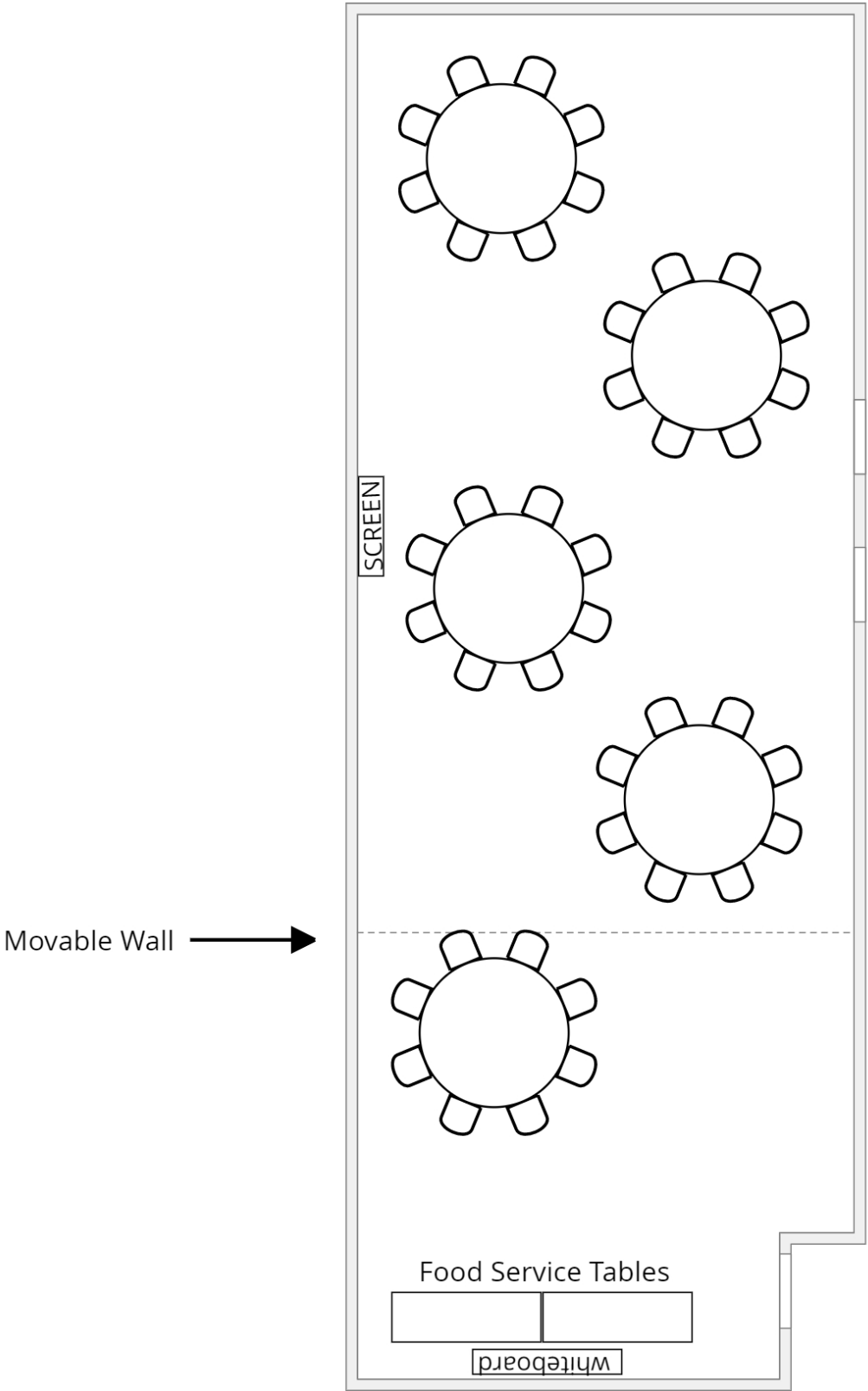
B102/103 10 Rectangular Tables – 80 Chairs



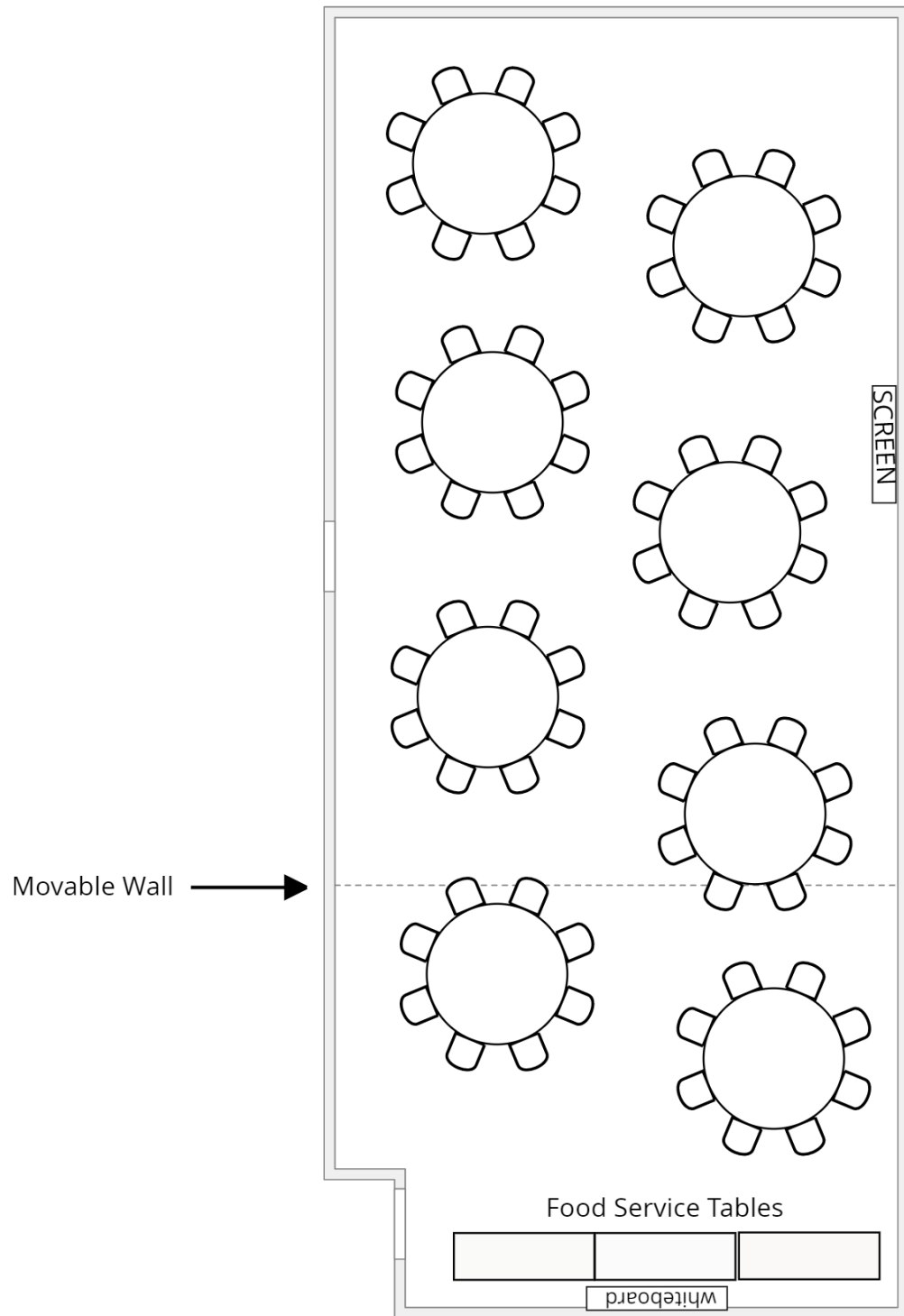
LM 4
B110/111 10 Rectangular Tables – 90 Chairs



LM 5
B102/103 5 Round Tables – 40 Chairs



LM 6
B110/111 8 Round Tables – 64 Chairs



MAIN BUILDING: MEDIUM MEETING ROOMS/CLASSROOMS

B103 - CAPACITY: 54

B111 - CAPACITY: 64

The Medium Meeting rooms are a portion of our Large Meeting Rooms. If you choose a Medium Meeting Room, you cannot also choose a Large Meeting Room. The basic layouts can be modified by moving/removing chairs and tables, as long as the capacity does not exceed 54 for B103 and 64 for B111.

Medium Meeting Rooms are divided from the Small Meeting Rooms by a movable wall.

Resources available (included in rental fee):

Chairs, Upholstered and Non-Upholstered
8' Rectangular Tables

Resources available (subject to additional fees):

Audio/Visual: Microphones (handled & wireless), Projector (Medium Classroom only)
Tablecloths: White, Black, Grey

Fee Schedule

C3 MEMBERS and Non-Profits:

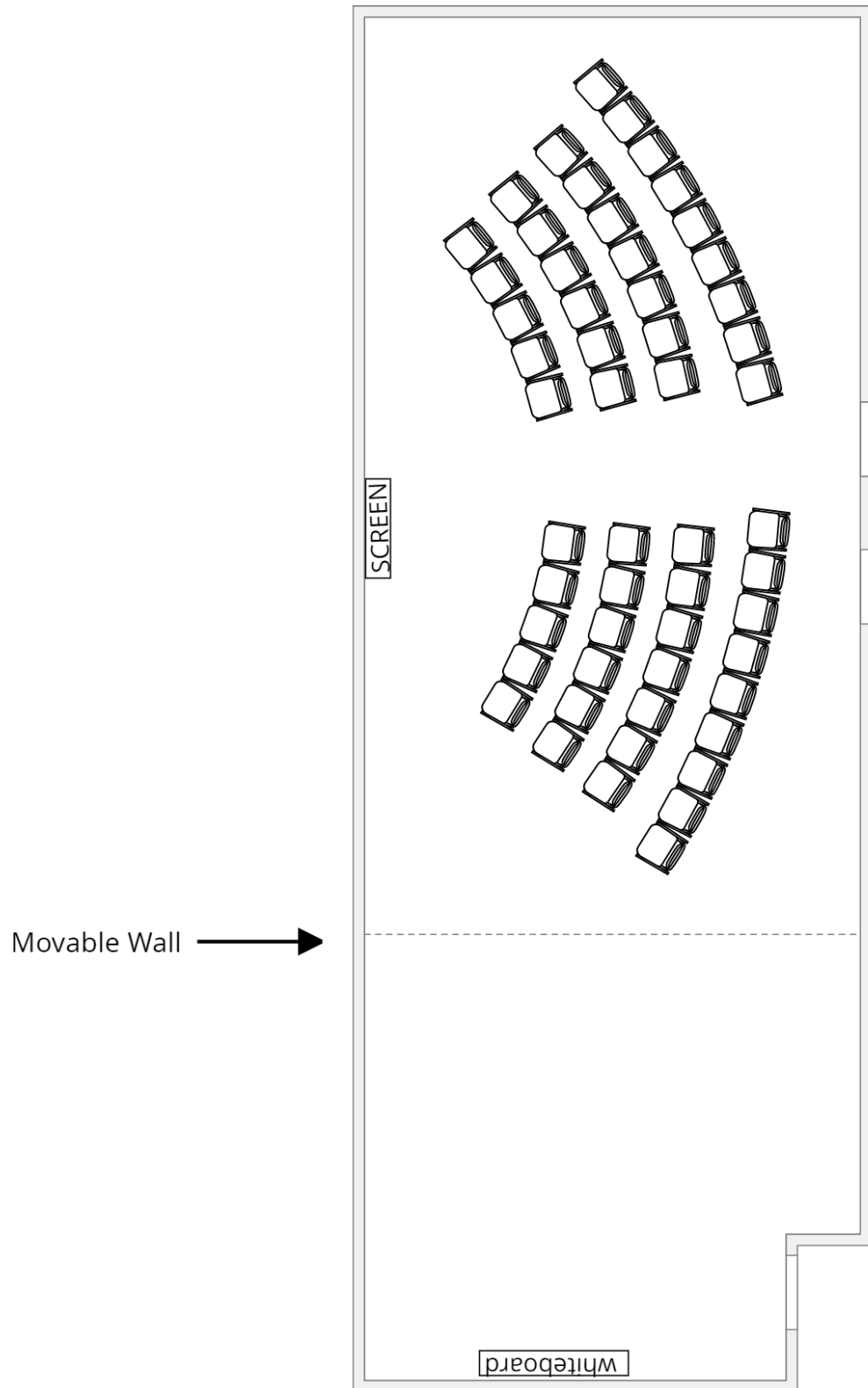
	Half Day (4 hours or less)	Full Day (over 4 hours)
Medium Meeting Room/Classroom	\$30	\$40
Tablecloths	\$9 each	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Medium Meeting Room/Classroom	\$50	\$70
Tablecloths	\$9 each	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

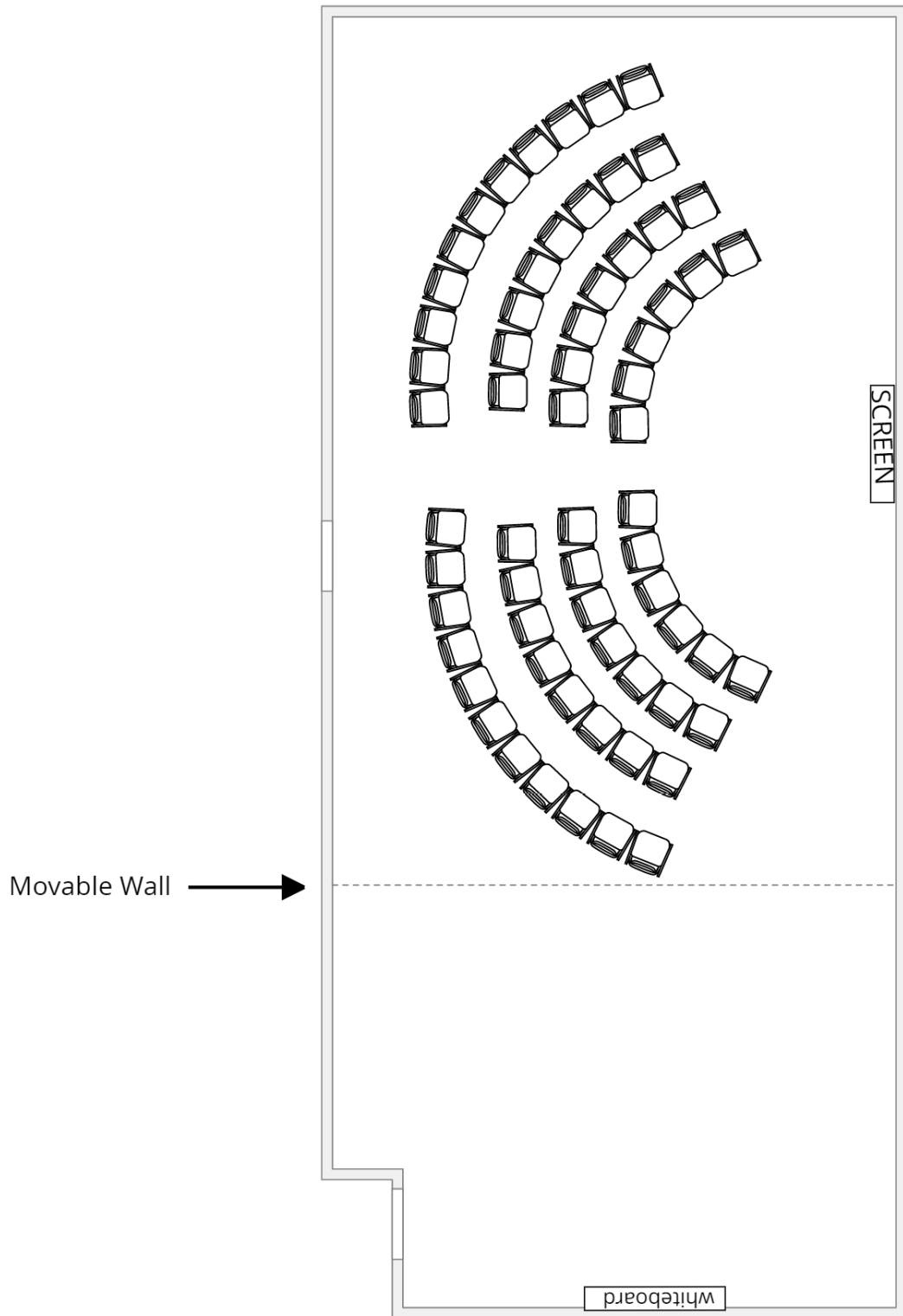
MM 1

B103 Classroom Style – 54 Chairs

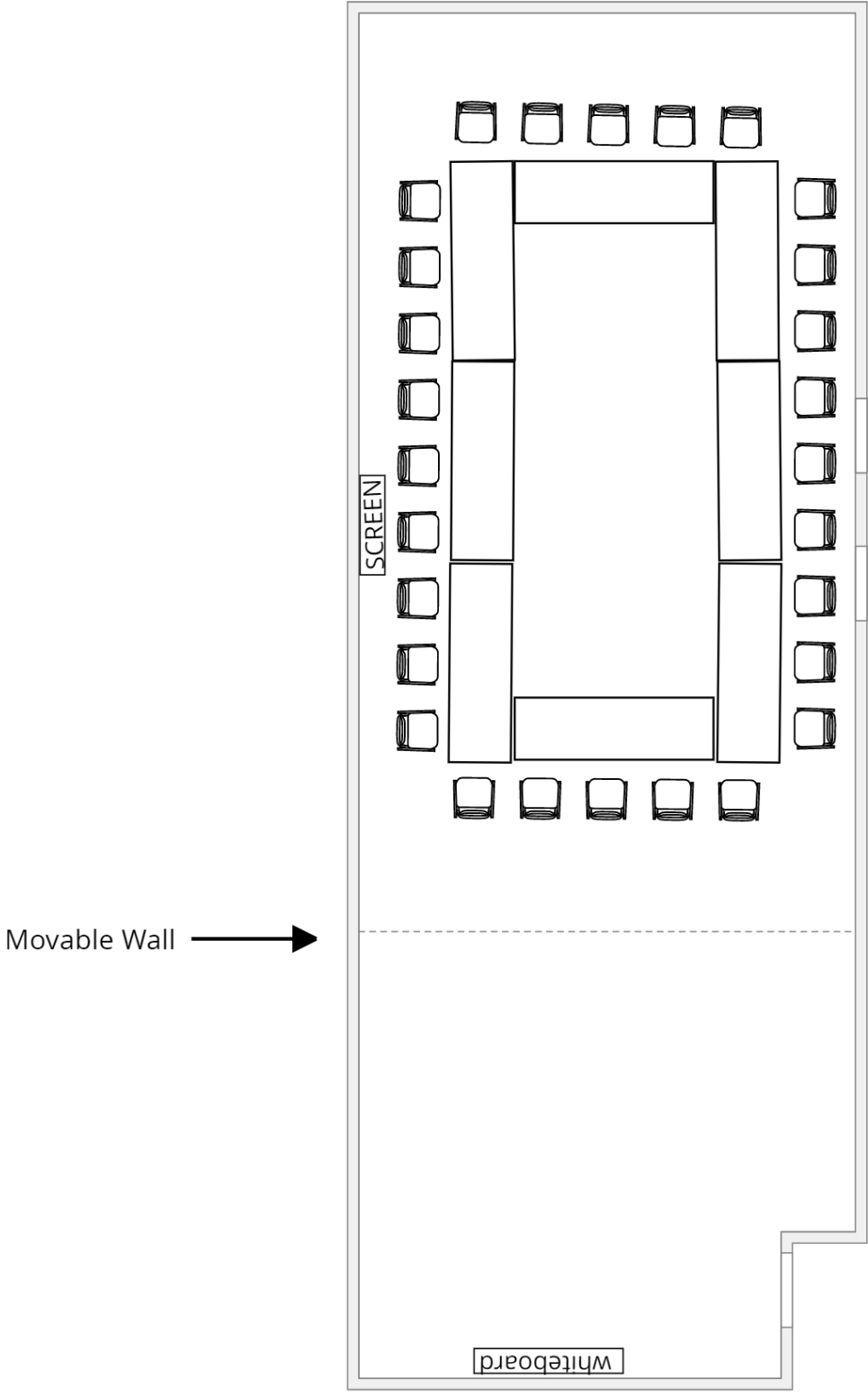


MM 2

B111 Classroom Style – 64 Chairs

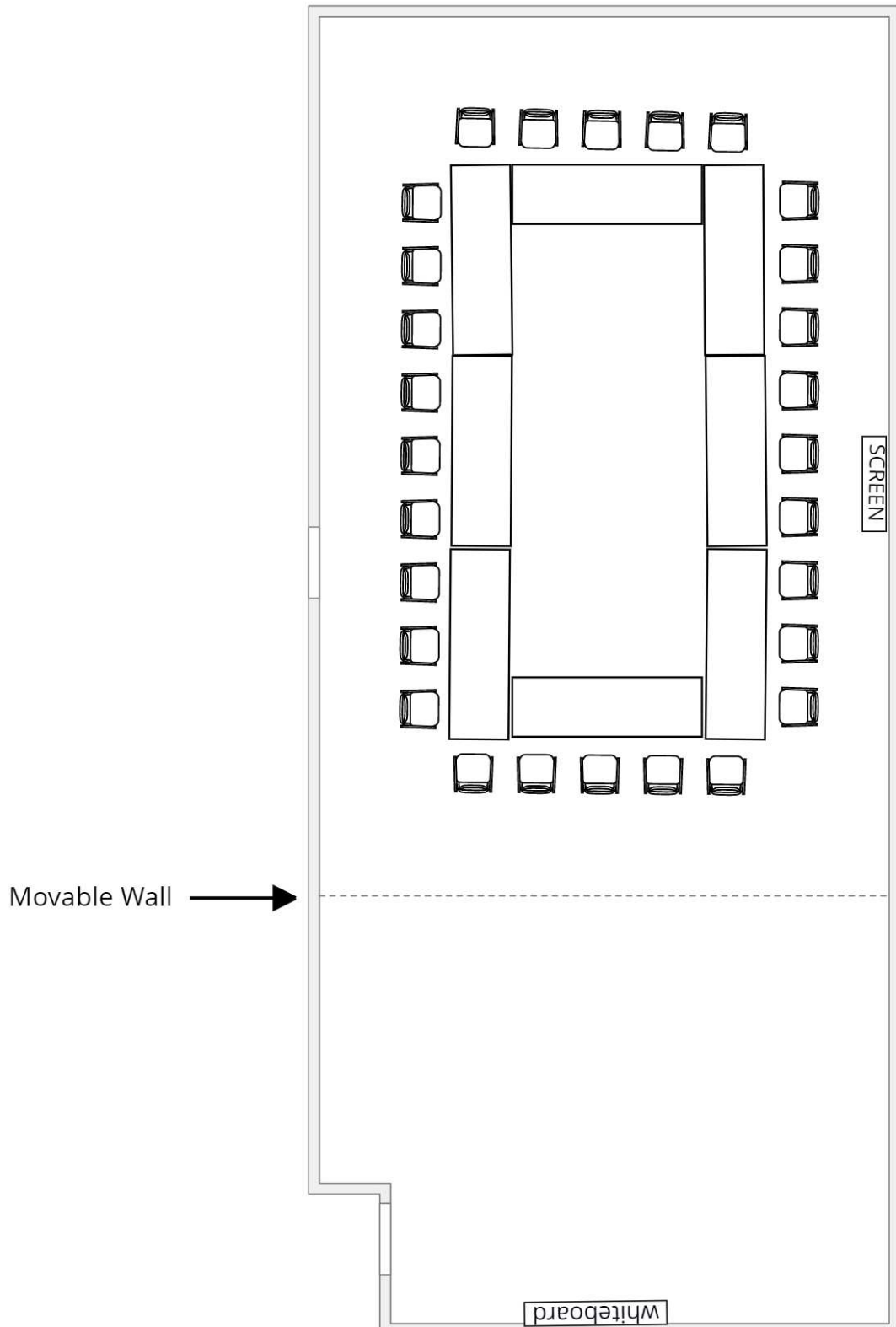


MM 3
B103 Boardroom Style – 28 Chairs



MM 4

B111 Boardroom Style – 28 Chairs



MAIN BUILDING: SMALL MEETING ROOMS/CLASSROOMS

B102 - CAPACITY: 25

B110 - CAPACITY: 31

The Small Meeting rooms are a portion of our Large Meeting Rooms. If you choose a Small Meeting Room, you cannot also choose a Large Meeting Room. The basic layouts can be modified by moving/removing chairs and tables, as long as the capacity does not exceed 25 for B102 and 31 for B110.

Small Meeting Rooms are divided from the Medium Meeting Rooms by a movable wall.

Resources available (included in rental fee):

Chairs, Upholstered and Non-Upholstered
8' Rectangular Tables

Resources available (subject to additional fees):

Audio/Visual: Microphones (handled & wireless), Projector (Medium Classroom only)
Tablecloths: White, Black, Grey

Fee Schedule

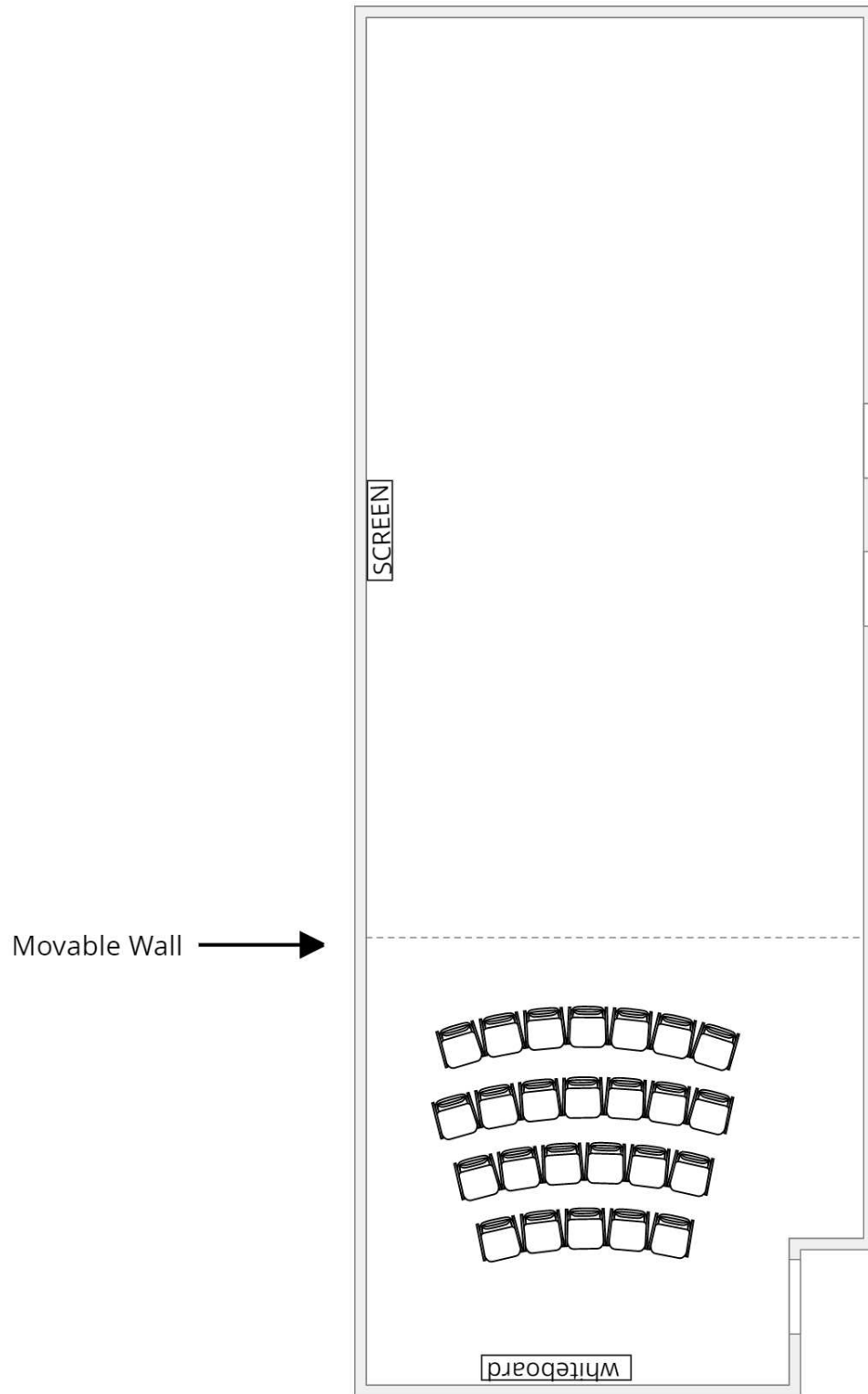
C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Small Meeting Room/Classroom	\$20	\$30
Tablecloths	\$9 each	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

NON-MEMBERS:

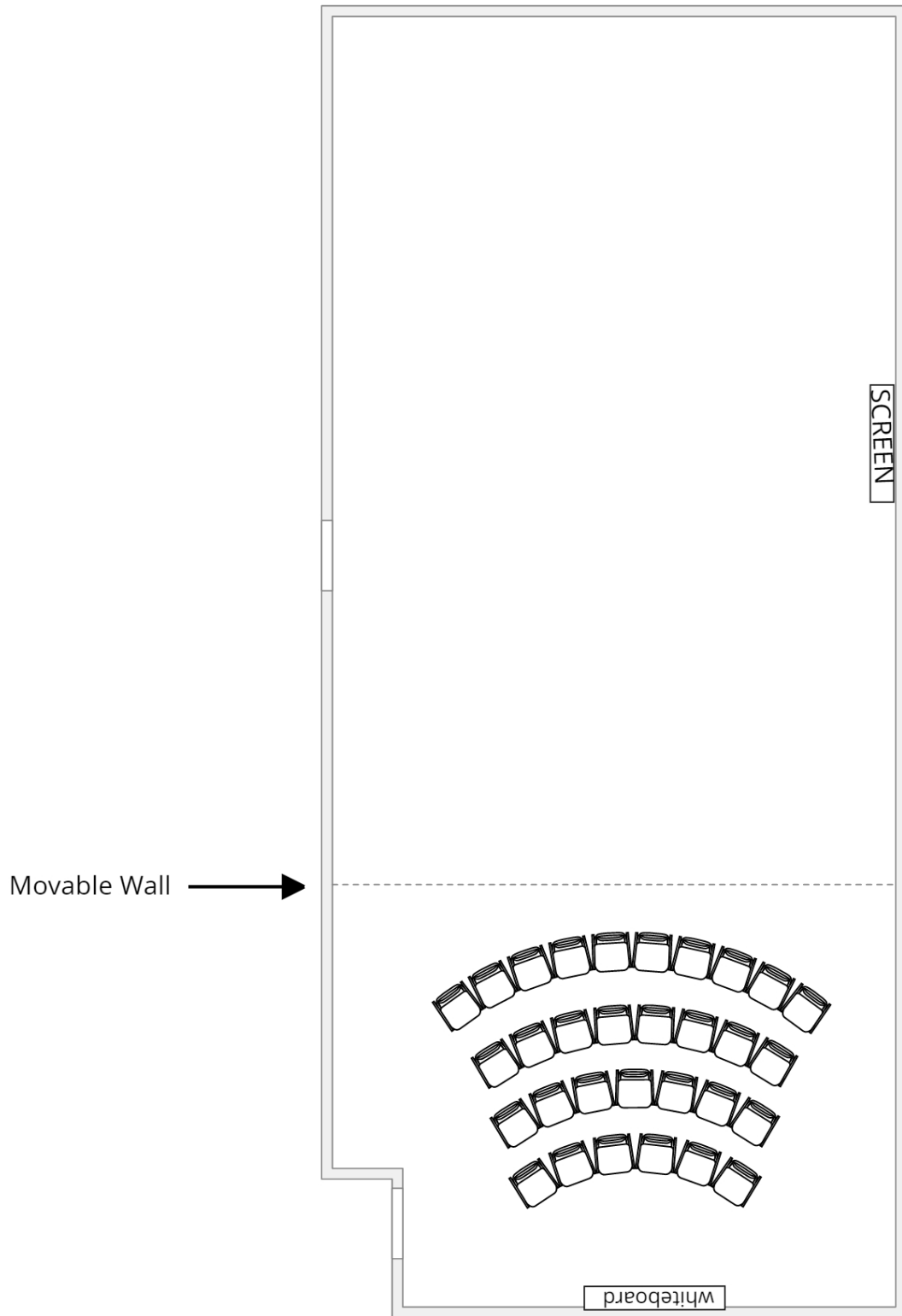
	Half Day (4 hours or less)	Full Day (over 4 hours)
Small Meeting Room/Classroom	\$40	\$60
Tablecloths	\$9 each	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$40/hour for hours 2-5; \$30/hour after 5 hours. Exception: TV Cart		

SM 1
B102 Classroom Style – 25 Chairs

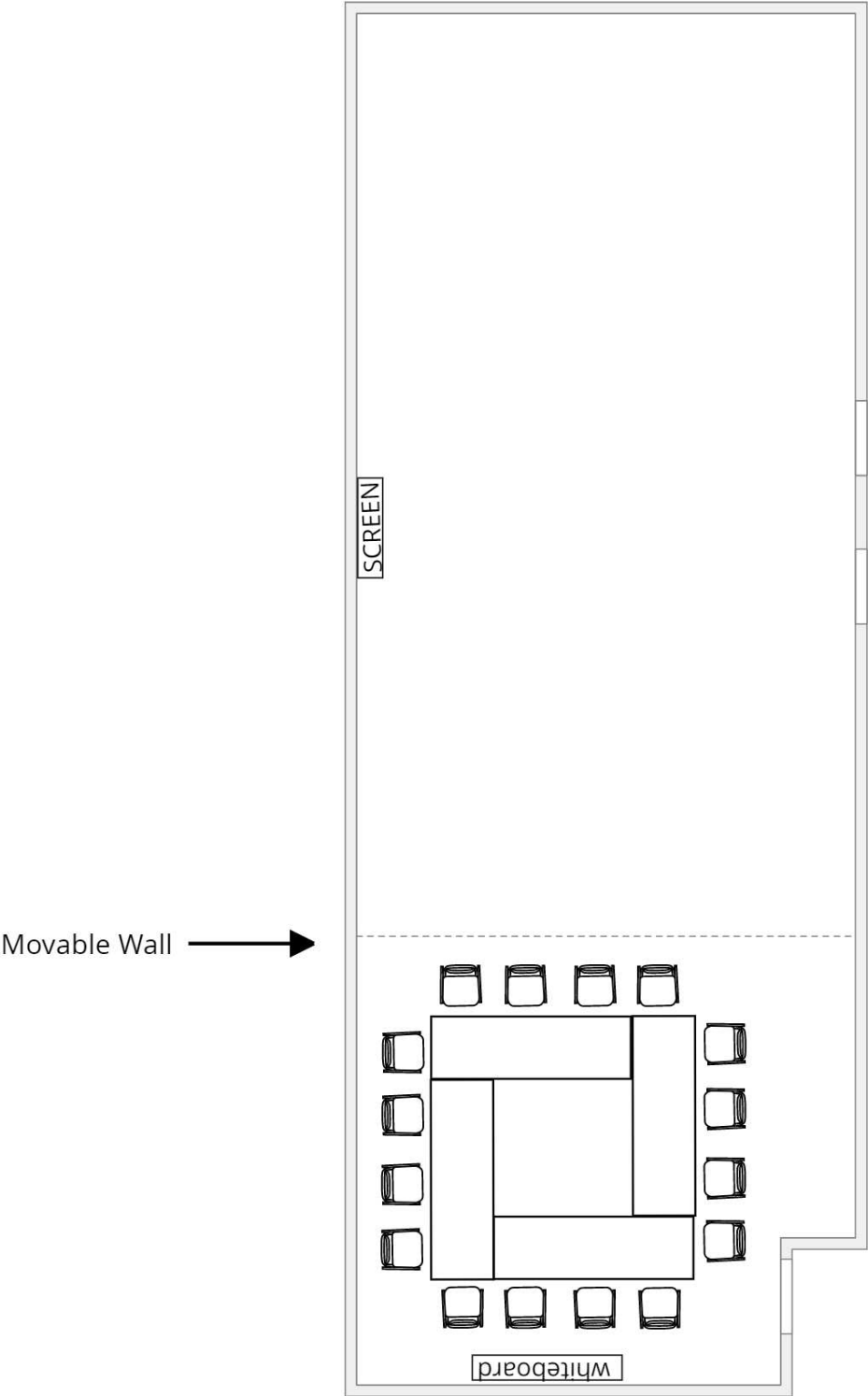


SM 2

B110 Classroom Style – 31 Chairs

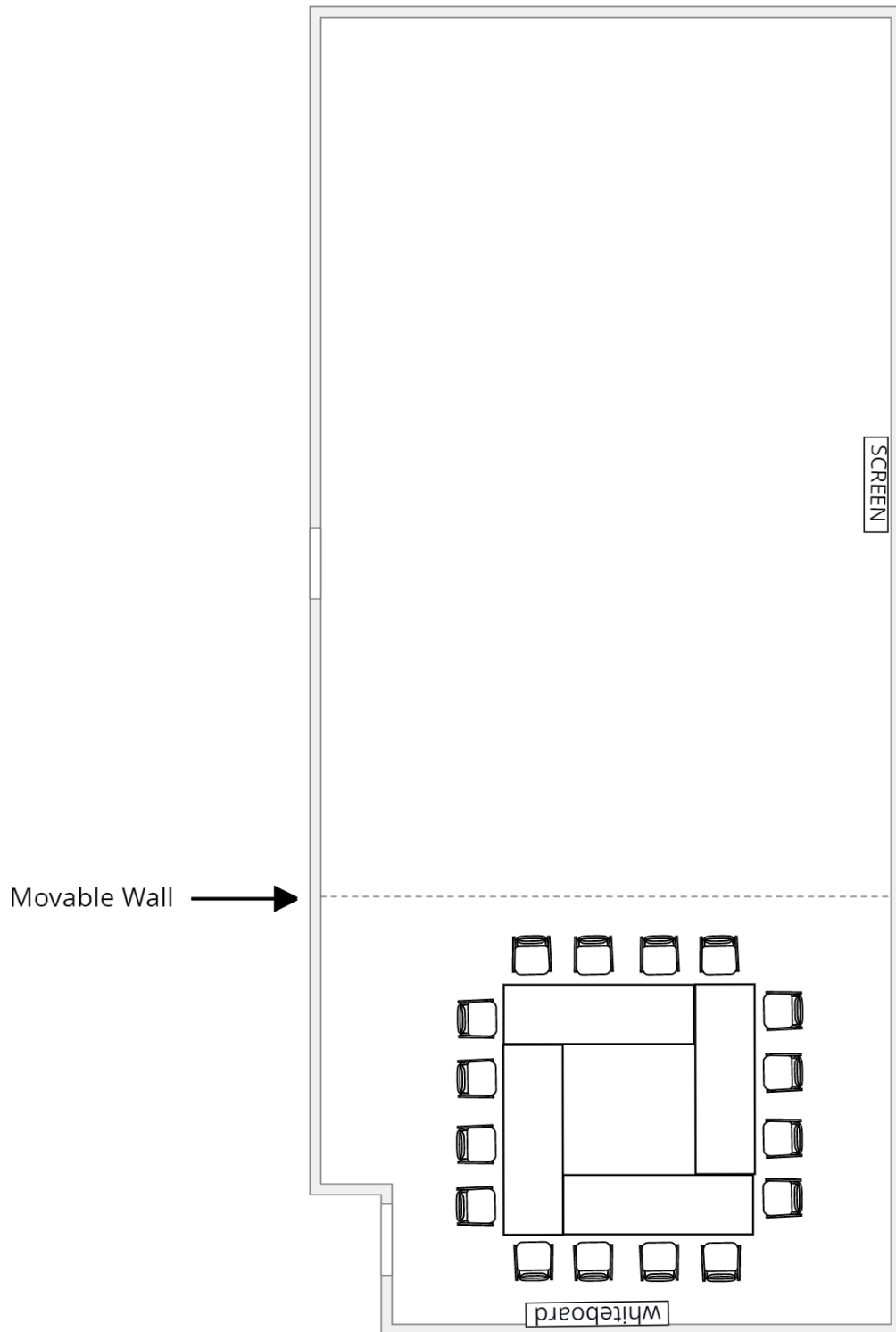


SM 3
B102 Boardroom Style – 16 Chairs



SM 4

B110 Boardroom Style – 16 Chairs



MAIN BUILDING: PRE-SET MEETING ROOMS

B107 - CAPACITY: 41

B108 - CAPACITY: 78

Pre-Set Rooms are limited in setup; all furnishings must remain the room, but additional chairs and/or tables may be brought in to increase seating, as long as the capacity does not exceed 41 for B107 and 78 for B108.

Resources available (included in rental fee):

TV Cart/DVD Player

Fee Schedule

C3 MEMBERS and Non-Profits:

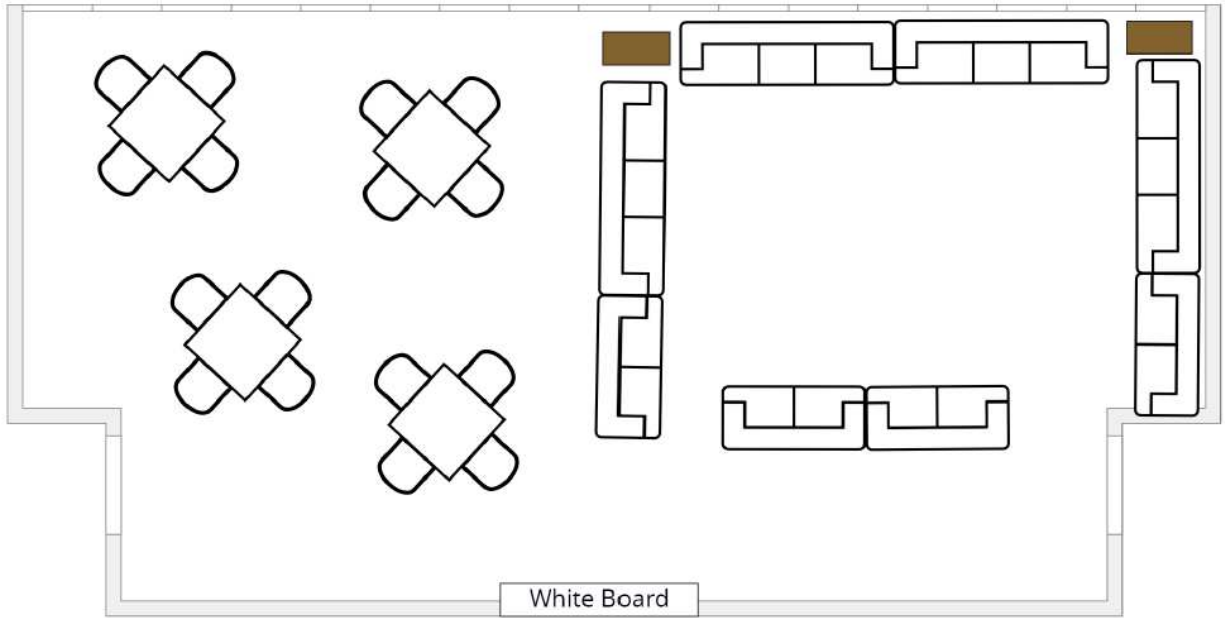
	Half Day (4 hours or less)	Full Day (over 4 hours)
Pre-Set Meeting Rooms (each)	\$30	\$40

NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Pre-Set Meeting Rooms (each)	\$50	\$70

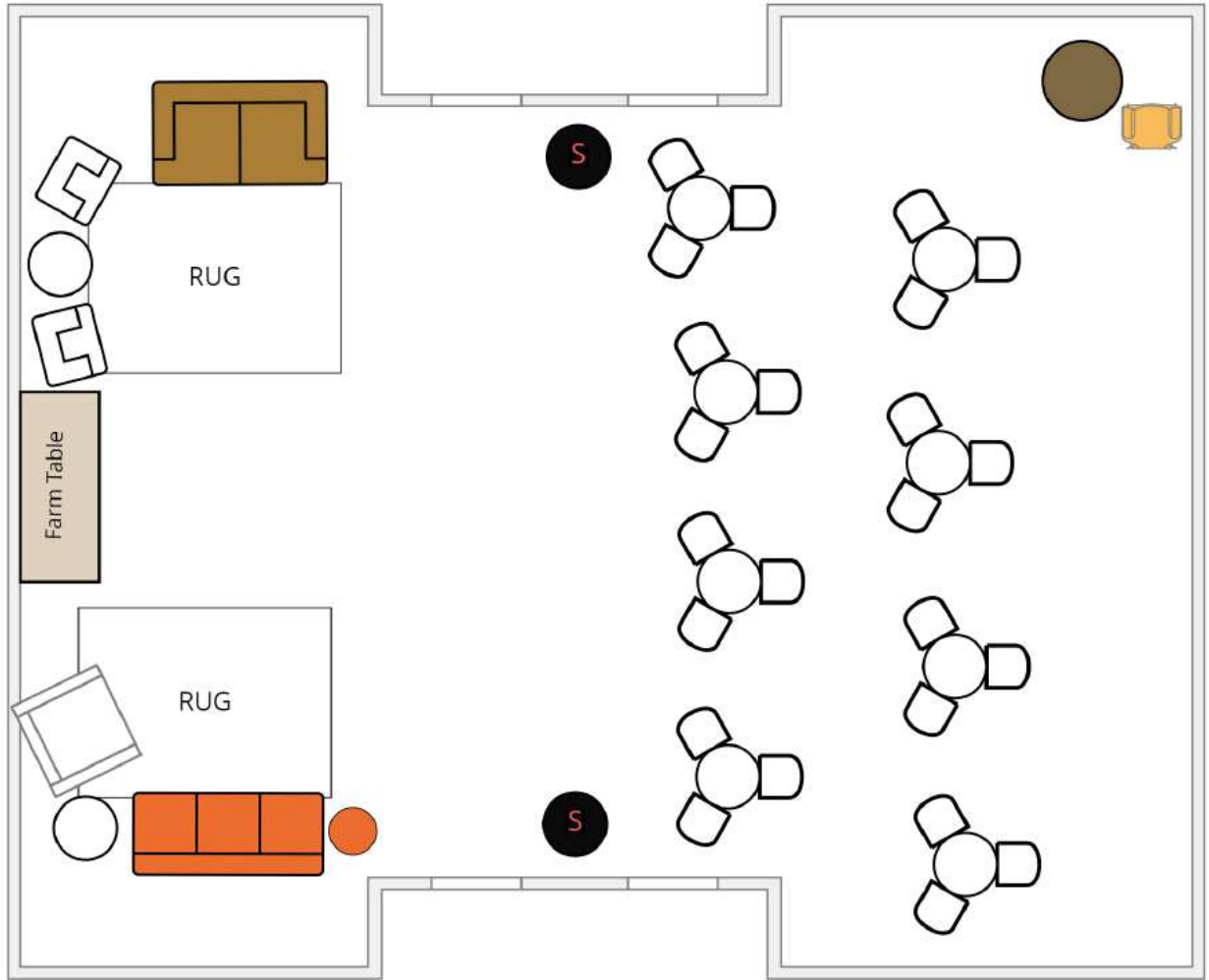
B107

Pre-Set Meeting - B107

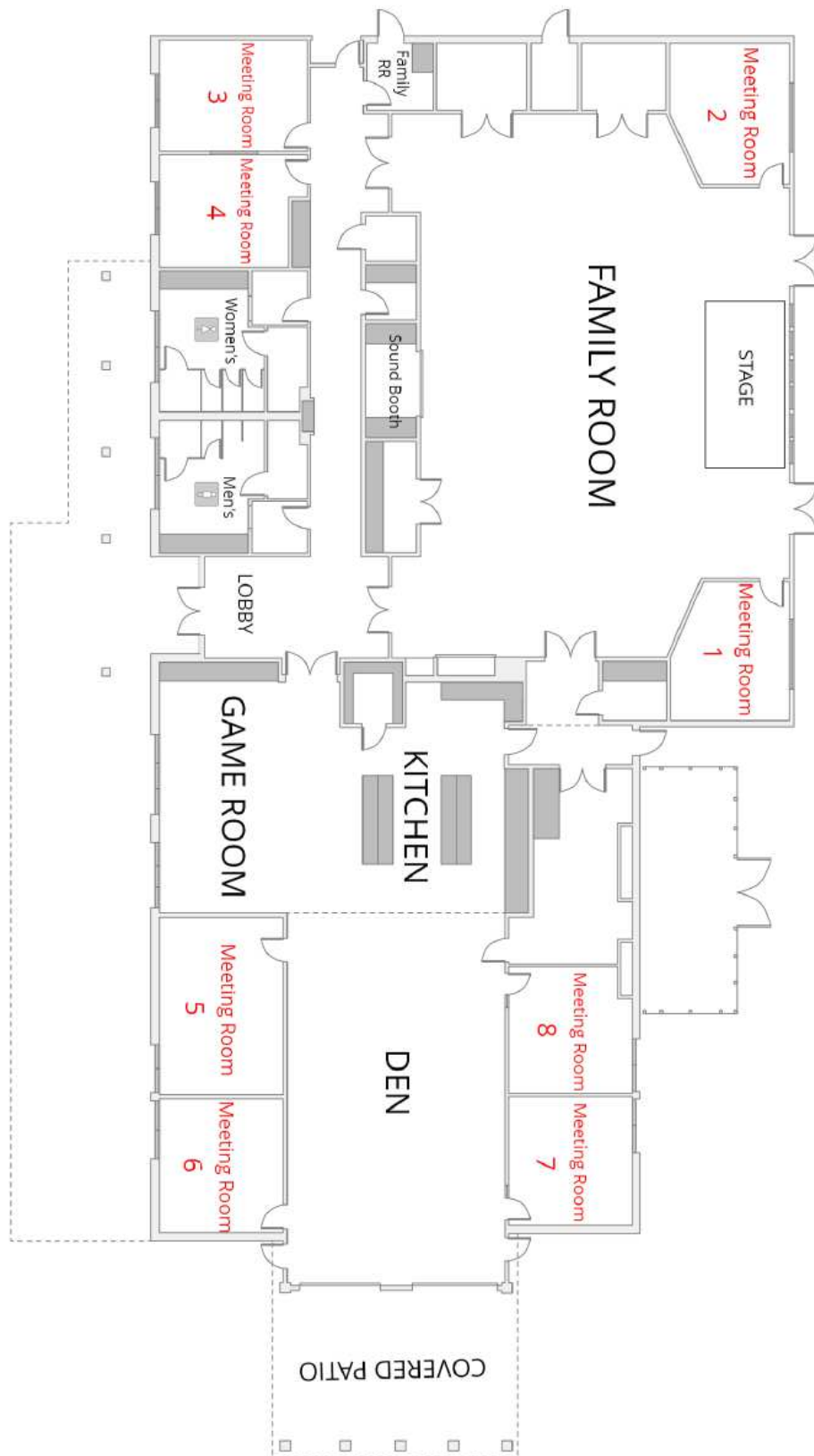


B108

Pre-Set Meeting Room B108



HARPETH HOUSE – LAYOUT



HARPETH HOUSE: DEN & GAME ROOM/KITCHEN

CAPACITY: 125

(See page 47 for Fee to rent entire Harpeth House)

The existing furniture in the Den/Game Room area can seat up to 40. Banquet seating at round tables is 96 (Weddings and Major Events ONLY).

Rental of the Kitchen is subject to User’s performance of the attached Harpeth House Kitchen Checkout List.

Resources available (included in rental fee):

Use of refrigerator and freezer

Use of ice maker

Use of all sinks, dishwasher, and equipment contained within the Kitchen

Use of all stoves and ovens, subject to training/supervision by C3 Kitchen Manager

Use of coffee brewers and grinders, subject to training/supervision by C3 Kitchen Manager

Ping Pong Table & Foosball Tables

Gaming System and Consoles

Resources available (subject to additional fees):

Audio/Visual: PA System, TV Screens, HDMI hookups

Fee Schedule

C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Den, Game Room, Kitchen*	\$125	\$150
Kitchen Manager**	\$50	\$50
Audio/Visual All groups who require A/V services must use C3’s technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$45/hour for hours 2-5; \$40/hour after 5 hours.		

NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Den, Game Room, Kitchen*	\$200	\$300
Kitchen Manager**	\$50	\$50
Audio/Visual All groups who require A/V services must use C3’s technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$45/hour for hours 2-5; \$40/hour after 5 hours.		

*See Harpeth House Kitchen Checkout List for additional fees associated with non-performance

**Fee covers training/supervision by Kitchen Manager when necessary. This Fee is waived for professional catering companies who provide their own kitchen manager and a certificate of insurance as outlined in Section F(1).



CHRIST COMMUNITY CHURCH

Harpeth House Kitchen “Checkout” List

Event Name: _____

Date/Time: _____

Person Responsible: _____ Phone: _____

Please check off items completed (N/A items not used). Sign, date and leave on kitchen counter. Thank you!

- COFFE POTS USED** – dump coffee/rinse out/clean drip tray – leave lid off to air dry
- DISHWASHER** – loaded and turned on
- ALL NON-DISHWASHER ITEMS USED** – washed & rinsed, air-dry on towels on sink drain
- TABLES & SURFACES** – (incl cutting boards) wipe down & sanitize (**Solution under sink**)
- DIRTY LAUNDRY** – Place dirty laundry in DIRTY hamper - **All aprons worn must be laundered**
- SINKS** – Drain and wipe down sinks after use/wipe up spills
- APPLIANCES** (Microwave, Toaster, Blender, etc.) – empty and clean any spills/splatters
- REFRIGERATOR/FREEZER** – cleaned of spills (if necessary) - **Ensure all doors are closed**
- ICE MACHINE** – CLOSED / scoop replaced on top of machine
- OVENS** – cleaned of any spills/drips, **powered off**
- STOVE & GRILLS** – cleaned of any spills/drips, **powered off**
- FIREPIT** (if used) – please return the KEY to kitchen counter and **power off** the gas line at the building
- TRASH** – place all trash in bagged trash cans
- NO FOOD** is to be left from your Event – please take all leftovers with you
 - ***Please initial this box to confirm that NO FOOD has been left, including in the fridge/freezer***

Replace **ALL** items used to the correct storage places

Sweep Kitchen floor if necessary

Please report any issues that need attention/repair:

Non-Performance of this Kitchen Checkout List will result in an additional Fee of \$100

PLEASE ALSO MAKE SURE YOU TURN OFF ALL LIGHTS AND CLOSE ALL DOORS BEFORE LEAVING THE BUILDING. THANK YOU!

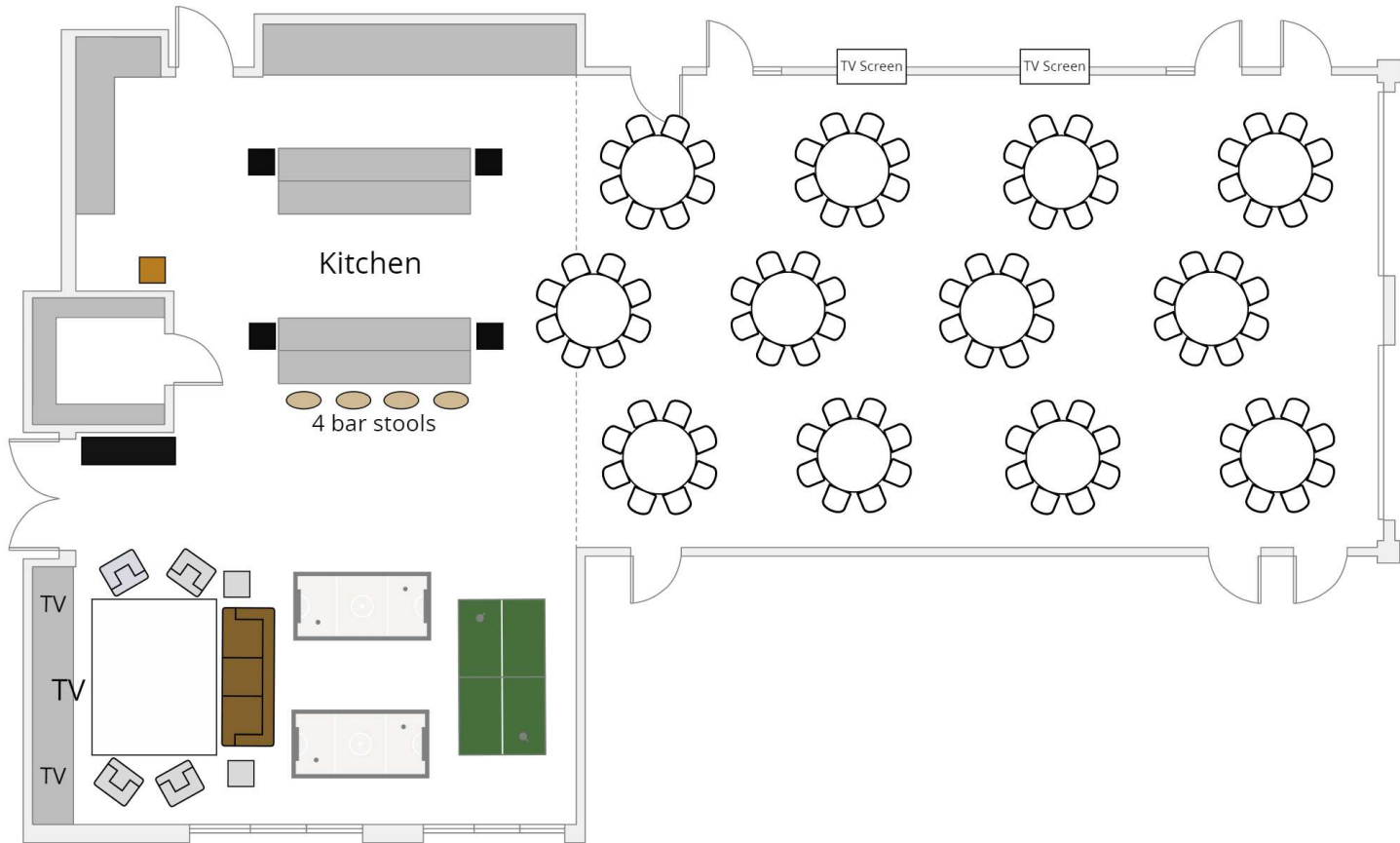
HHD - 1



HHD – 2

12 Round Tables – 96 Chairs

(this setup available for Weddings & Major Events ONLY)



HARPETH HOUSE: FAMILY ROOM
 CAPACITY: 427
 (See page 47 for Fee to rent entire Harpeth House)

The basic layouts can be modified by moving/removing tables, chairs, the stage, and/or the food service tables, as long as the capacity does not exceed 427 people. The Leather Sofas must remain in the room.

Resources available (included in rental fee):

- Chairs
- 5' Round Tables
- Stage:

Resources available (subject to additional fees):

- Audio/Visual: Microphones (handheld & wireless), Monitors, Inputs
 Drop-down center screen, 2 TV Screens
- Stage Prep/Reset
- Tablecloths: White, Black, Grey
- Dinner Service: Dinner, Salad, & Dessert Plates

Fee Schedule

C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Family Room	\$125	\$175
Kitchen/Kitchen Manager* (in conjunction with use of Family Room)	\$75 / \$50	\$90 / \$50
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual	All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$45/hour for hours 2-5; \$40/hour after 5 hours.	
Stage Prep/Reset	\$100 to set up and reset the stage for any group not using the standard setup	

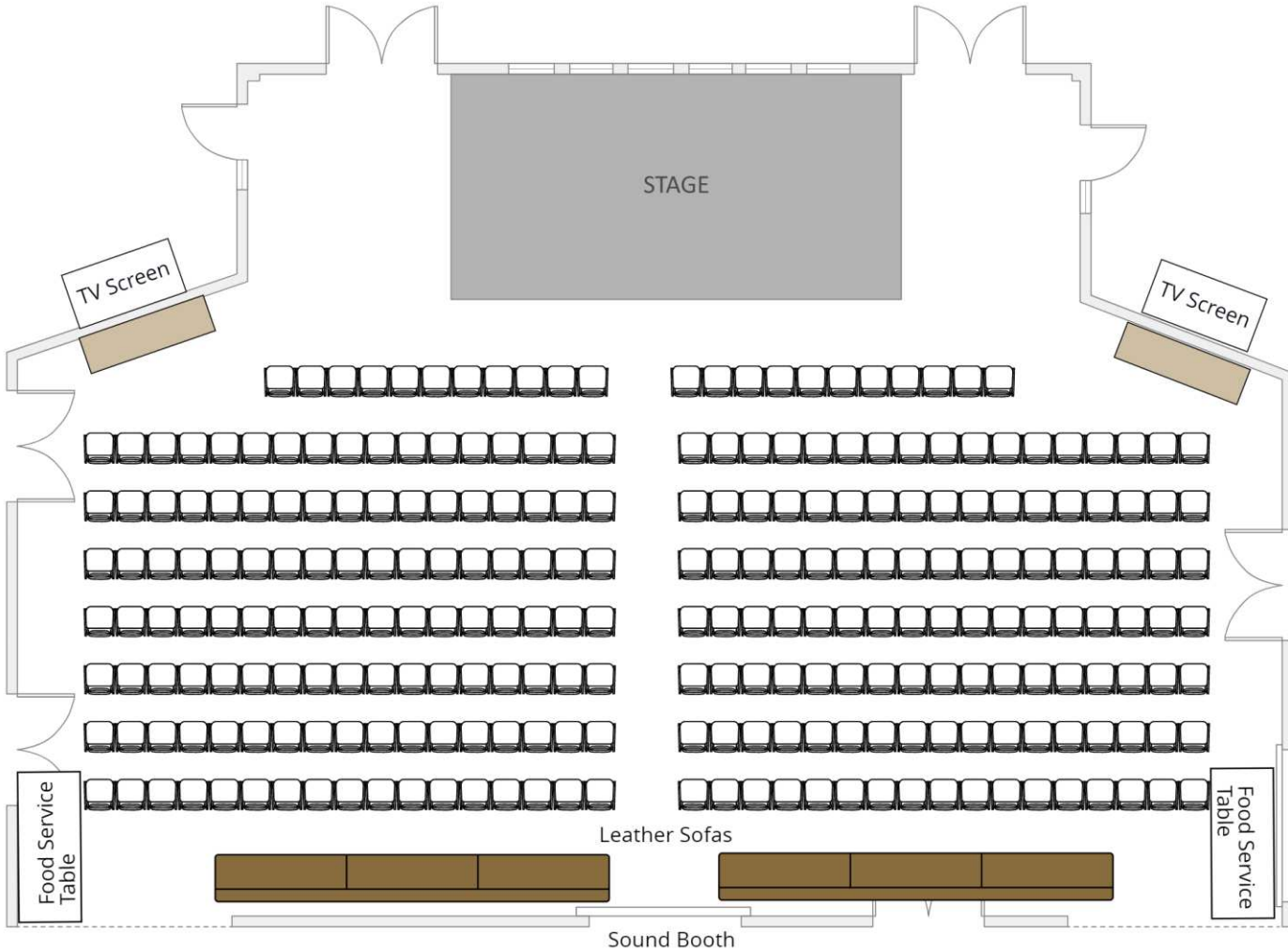
NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Family Room	\$250	\$500
Kitchen/Kitchen Manager* (in conjunction with use of Family Room)	\$100 / \$50	\$125 / \$50
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual	All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$45/hour for hours 2-5; \$40/hour after 5 hours.	
Stage Prep/Reset	\$100 to set up and reset the stage for any group not using the standard setup	

*See additional info on p. 37 regarding the use of the Kitchen and the Kitchen Manager

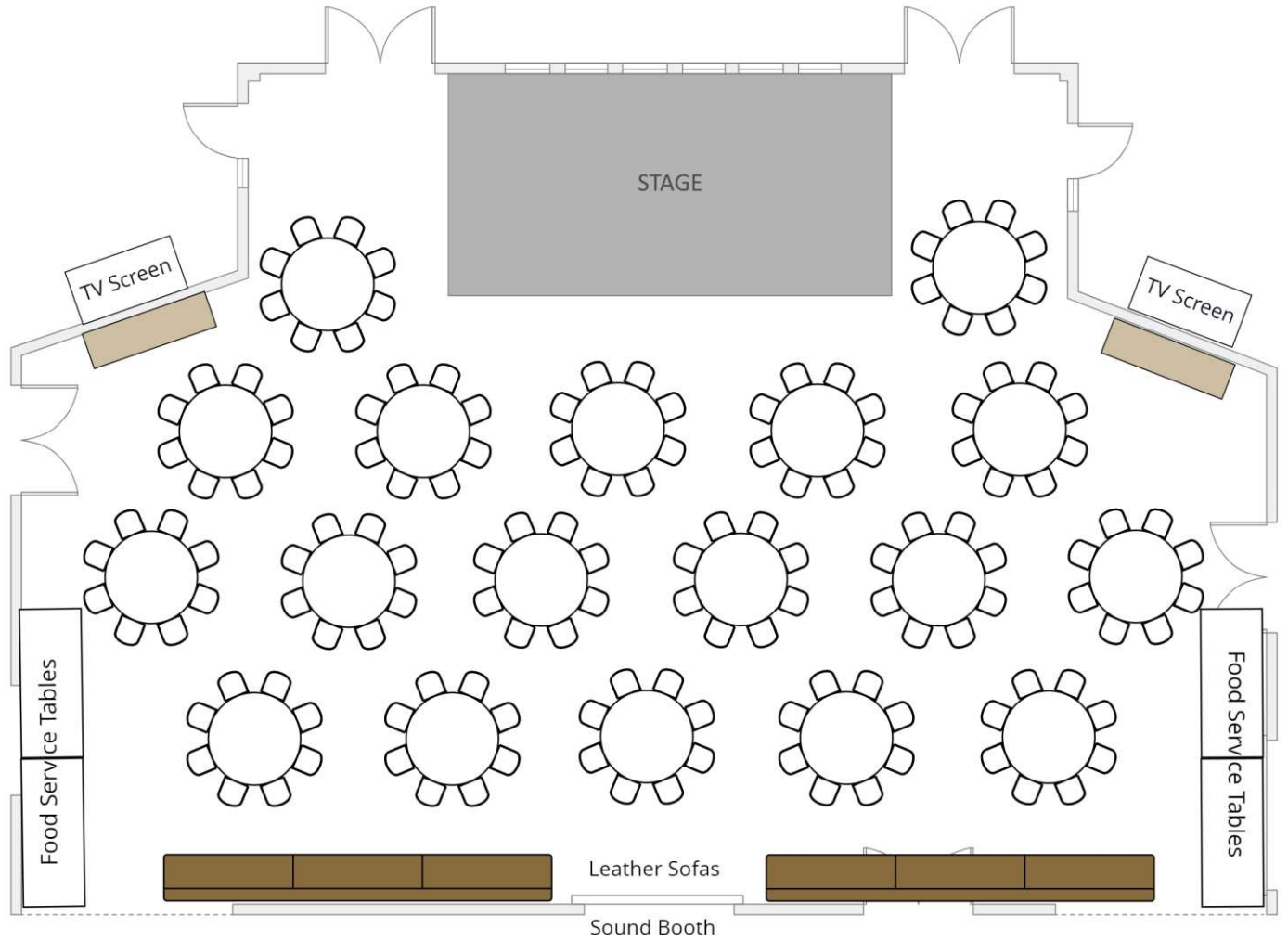
HHF – 1

260 Chairs



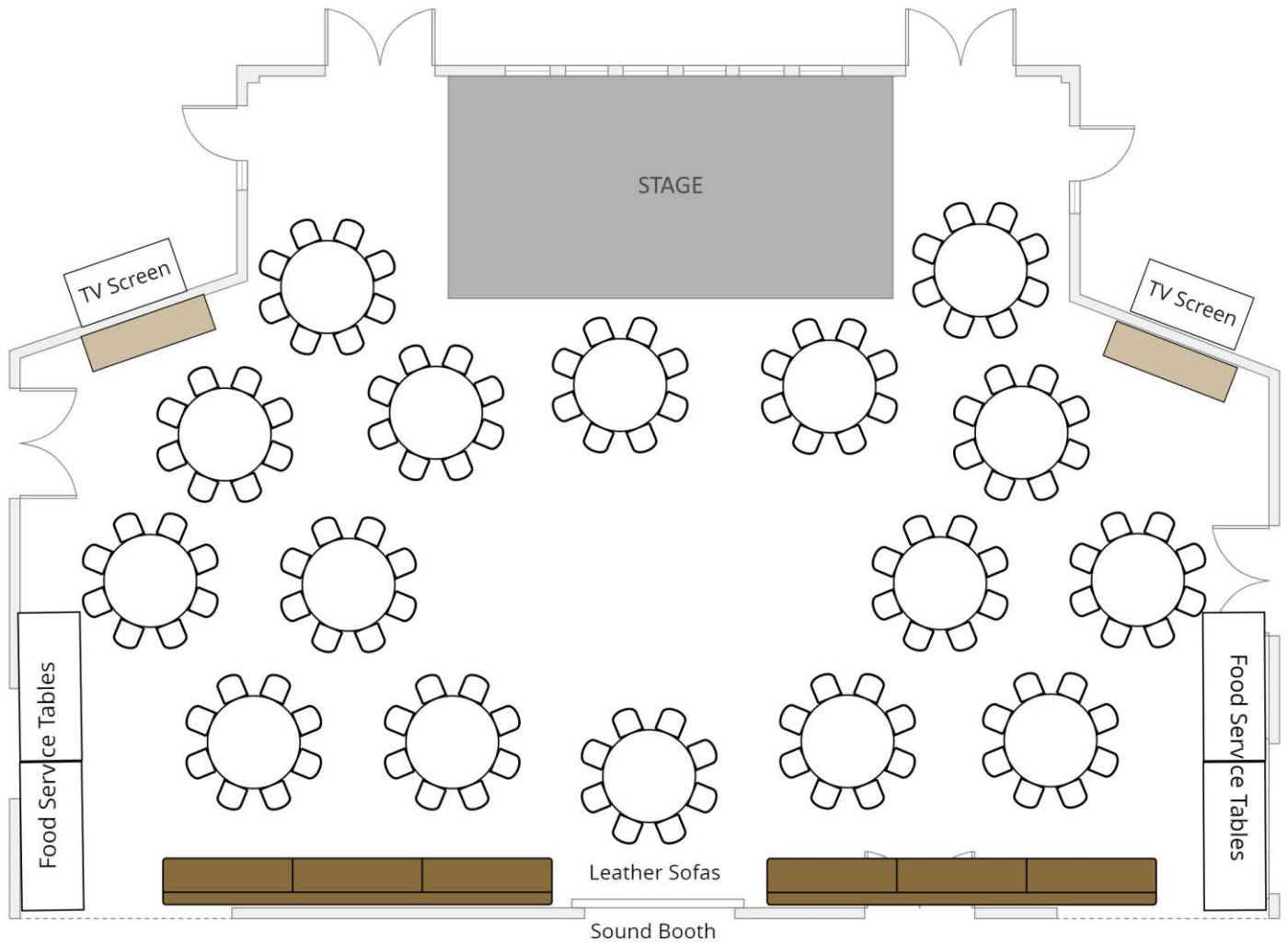
HHF – 2

18 Tables - 144 Chairs



HHF – 3

16 Round Tables w/Dance Floor Area – 128 Chairs



HARPETH HOUSE: COVERED PATIO
(See page 47 for Fee to rent entire Harpeth House)

The existing furniture on the Covered Patio area can seat up to 37; additional chairs can be added (based on weather)

Resources available (included in rental fee):

- Patio Furniture
- TV Screen
- Firepit
- Grill

Resources available (subject to additional fees):

Gas Fuel for Firepit/Grill*

Fee Schedule

C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Patio	Free	Free
Gas Fuel for Firepit and/or Grill	\$10/each	No additional charge

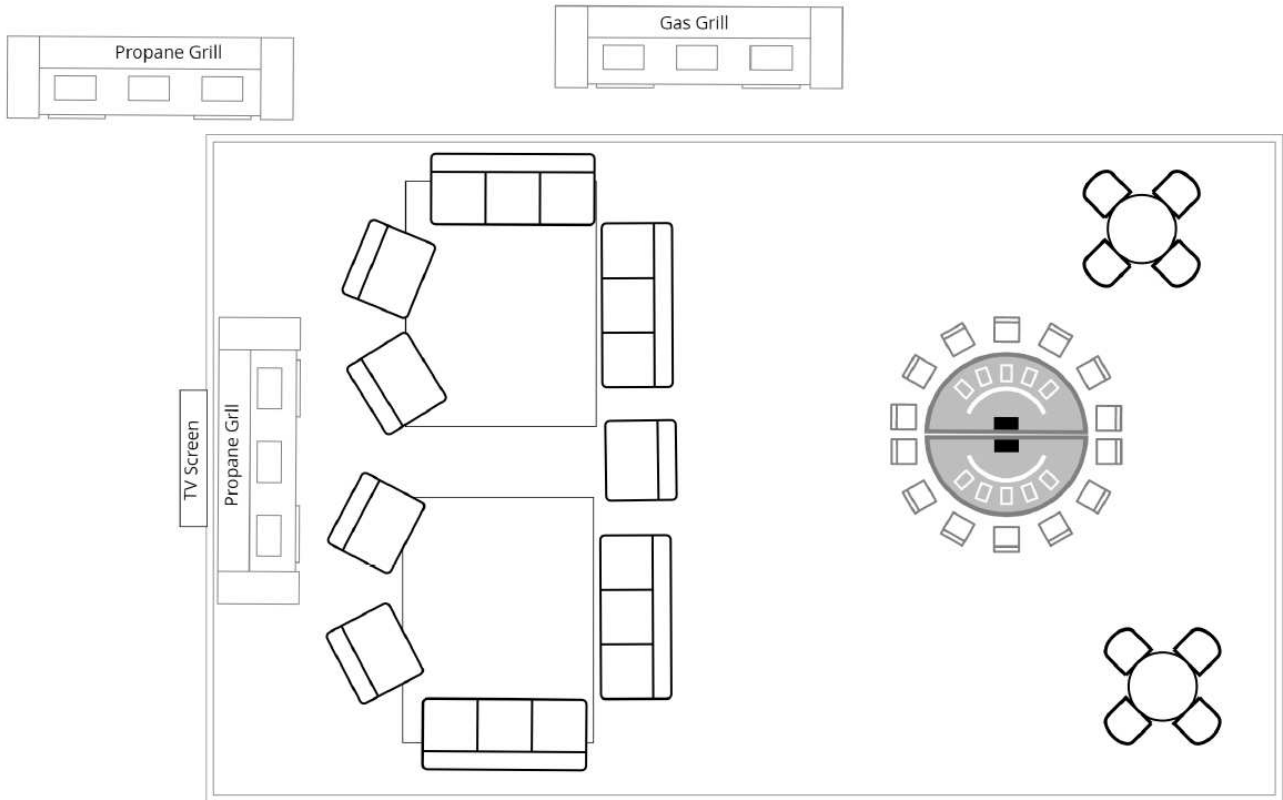
NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Patio	\$50	\$75
Gas Fuel for Firepit and/or Grill	\$10/each	No additional charge

**Wood for the firepit must be supplied by User*

**No charge for propane grill use, but User must furnish their own tank of propane fuel*

HHP - 1



ENTIRE HARPETH HOUSE: DEN / FAMILY ROOM / COVERED PATIO

Resources and Setups available as listed on pp 37 - 46

Fee Schedule

C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Harpeth House Inclusive*	\$200	\$300
Setup of multiple areas (if applicable)	\$20/hour	
Kitchen Manager* (if applicable)	\$50	
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$45/hour for hours 2-5; \$40/hour after 5 hours.		
Stage Prep/Reset \$100 to set up and reset the stage for any group not using the standard setup		

NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Harpeth House Inclusive*	\$250	\$350
Setup of multiple areas (if applicable)	\$20/hour	
Kitchen Manager* (if applicable)	\$50	
Tablecloths	\$9 each	
Dinner Service	\$3 per person	
Audio/Visual All groups who require A/V services must use C3's technician(s) at the rate of \$50/hour per technician for the first 2 hours; \$45/hour for hours 2-5; \$40/hour after 5 hours.		
Stage Prep/Reset \$100 to set up and reset the stage for any group not using the standard setup		

*See additional info on p. 37 regarding the use of the Kitchen and the Kitchen Manager

HARPETH HOUSE: MEETING ROOMS

Meeting Rooms are soft-seating rooms and can generally seat 15-20 with additional chairs brought in

Fee Schedule

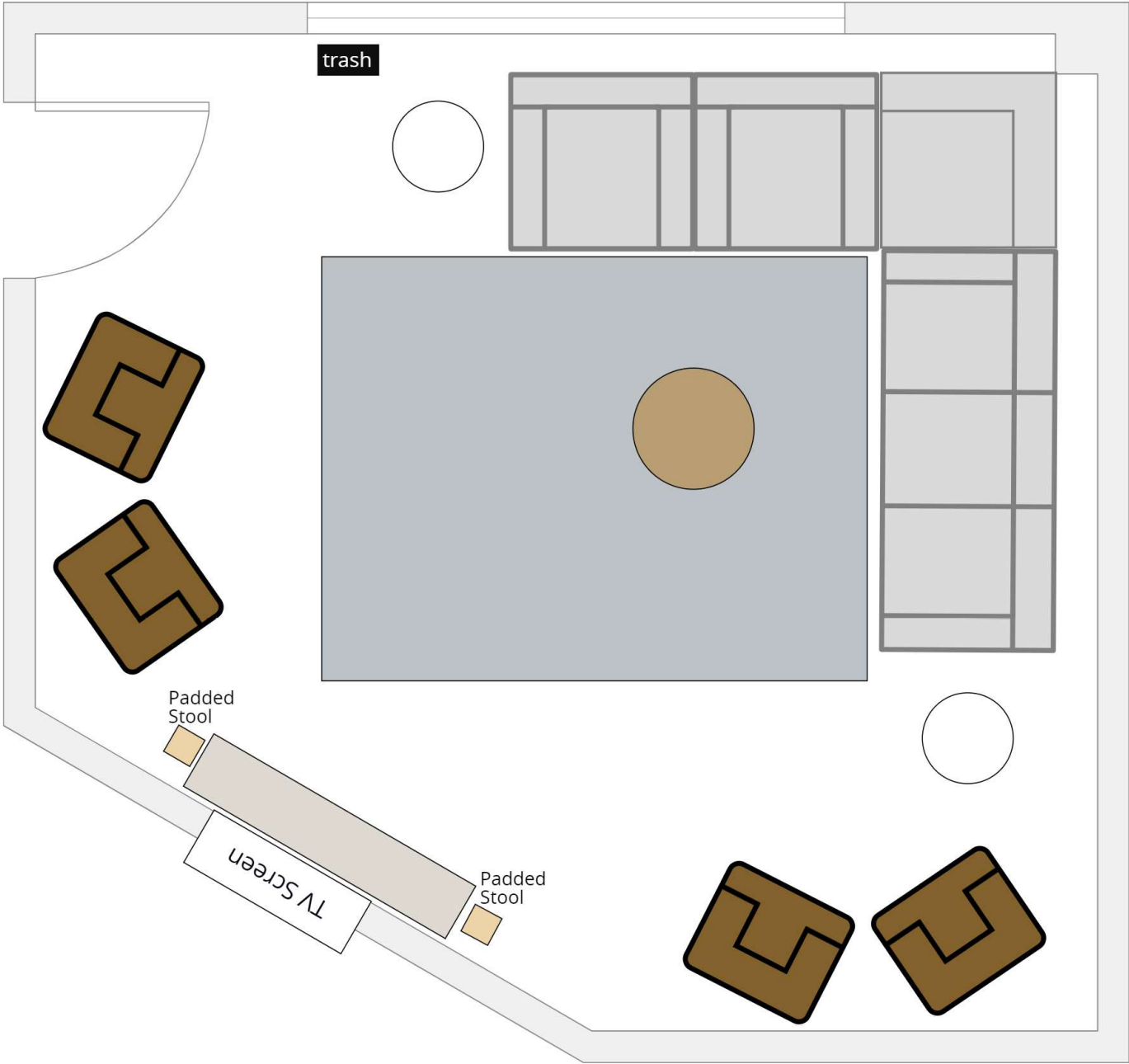
C3 MEMBERS and Non-Profits:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Meeting Room (per room)	\$25	\$40

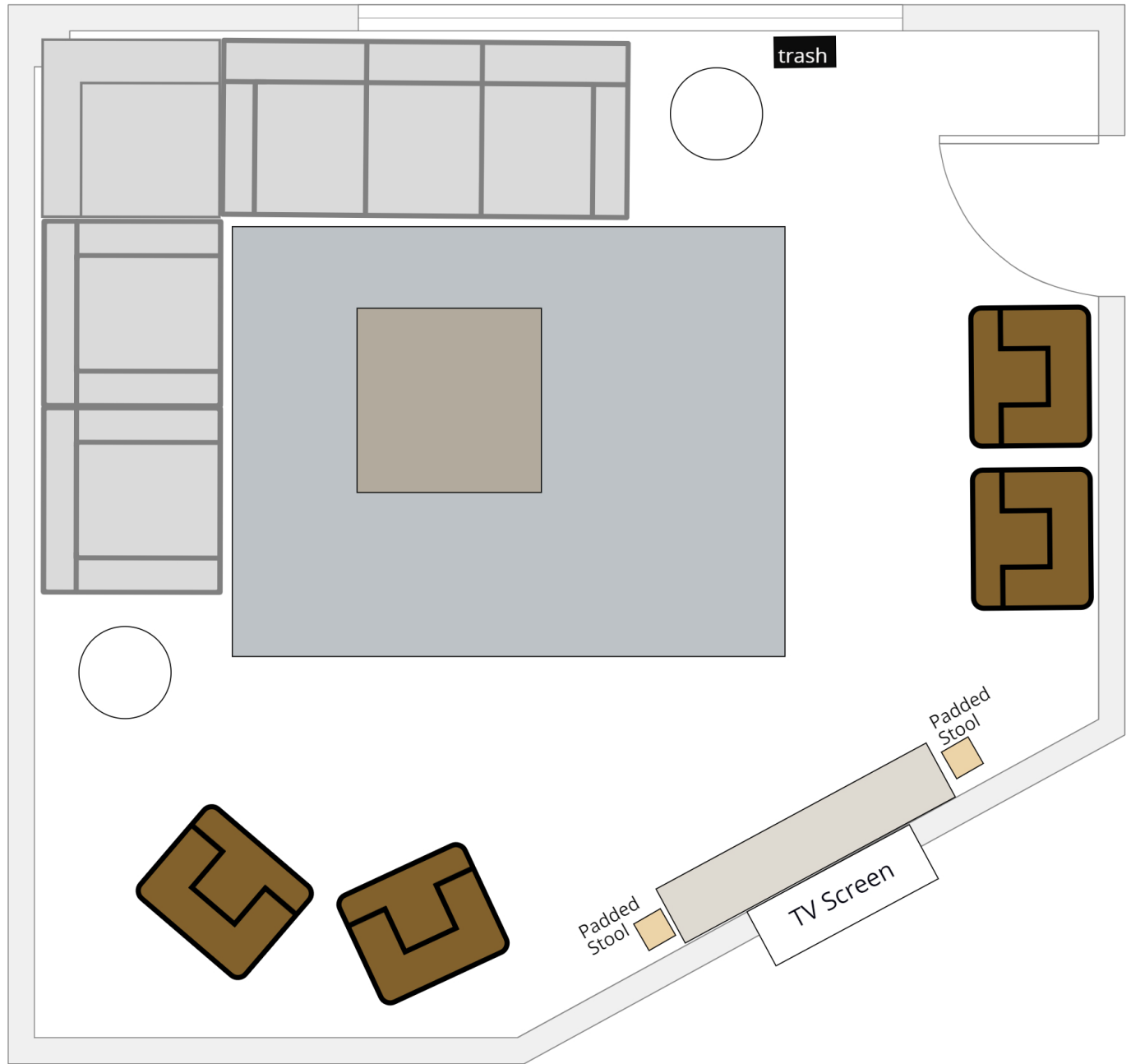
NON-MEMBERS:

	Half Day (4 hours or less)	Full Day (over 4 hours)
Meeting Room (per room)	\$50	\$75

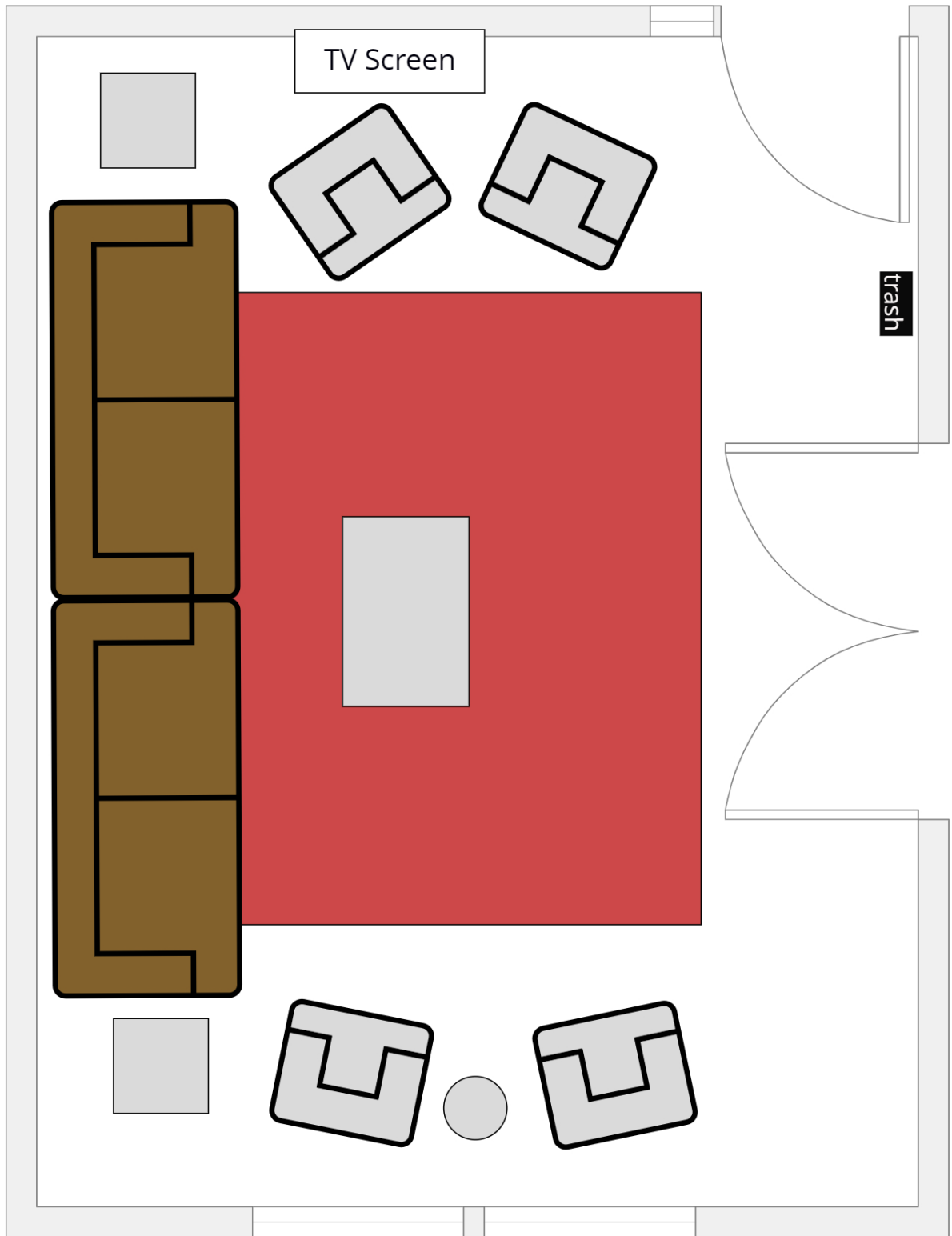
HHM - 1



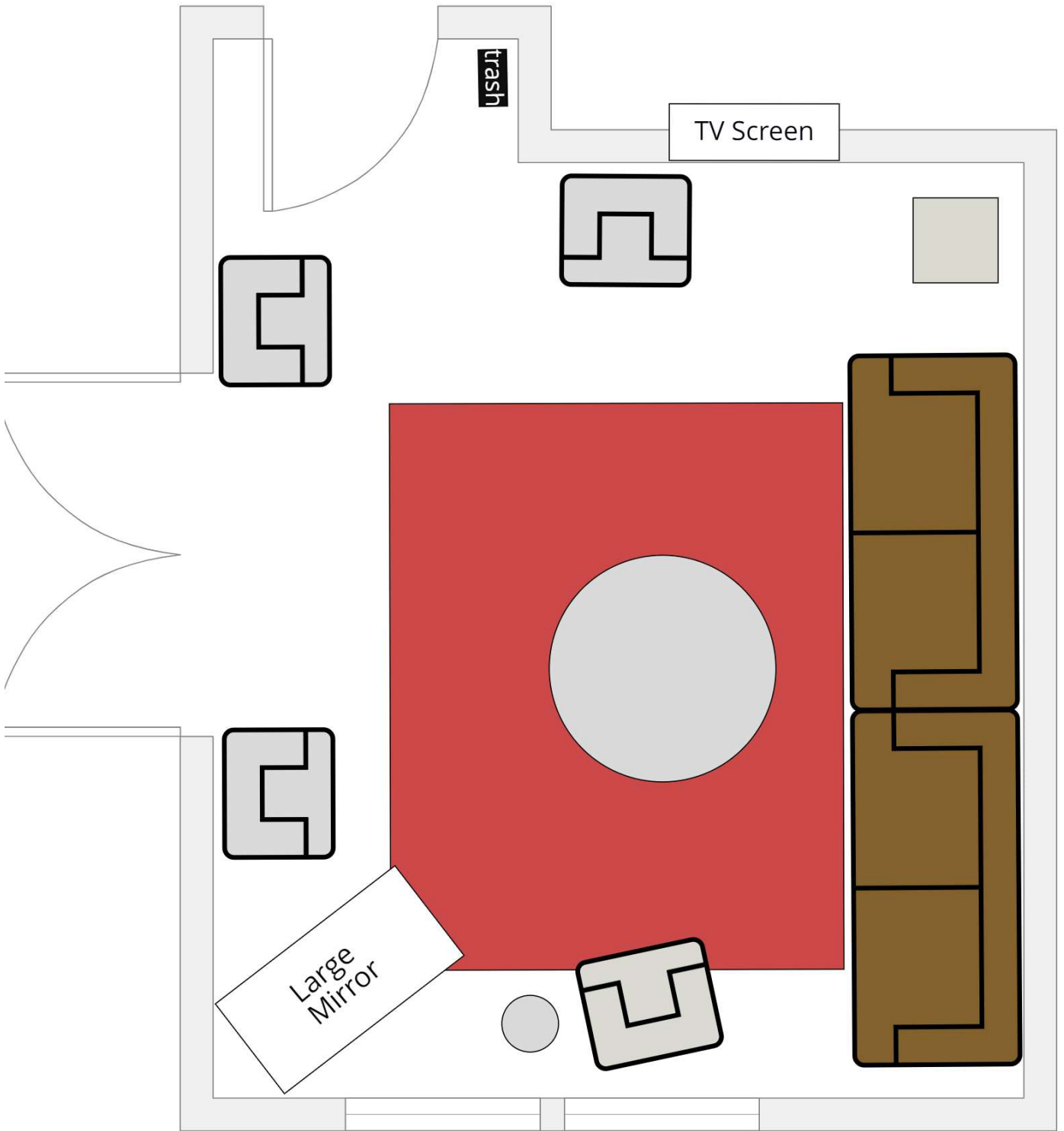
HHM - 2



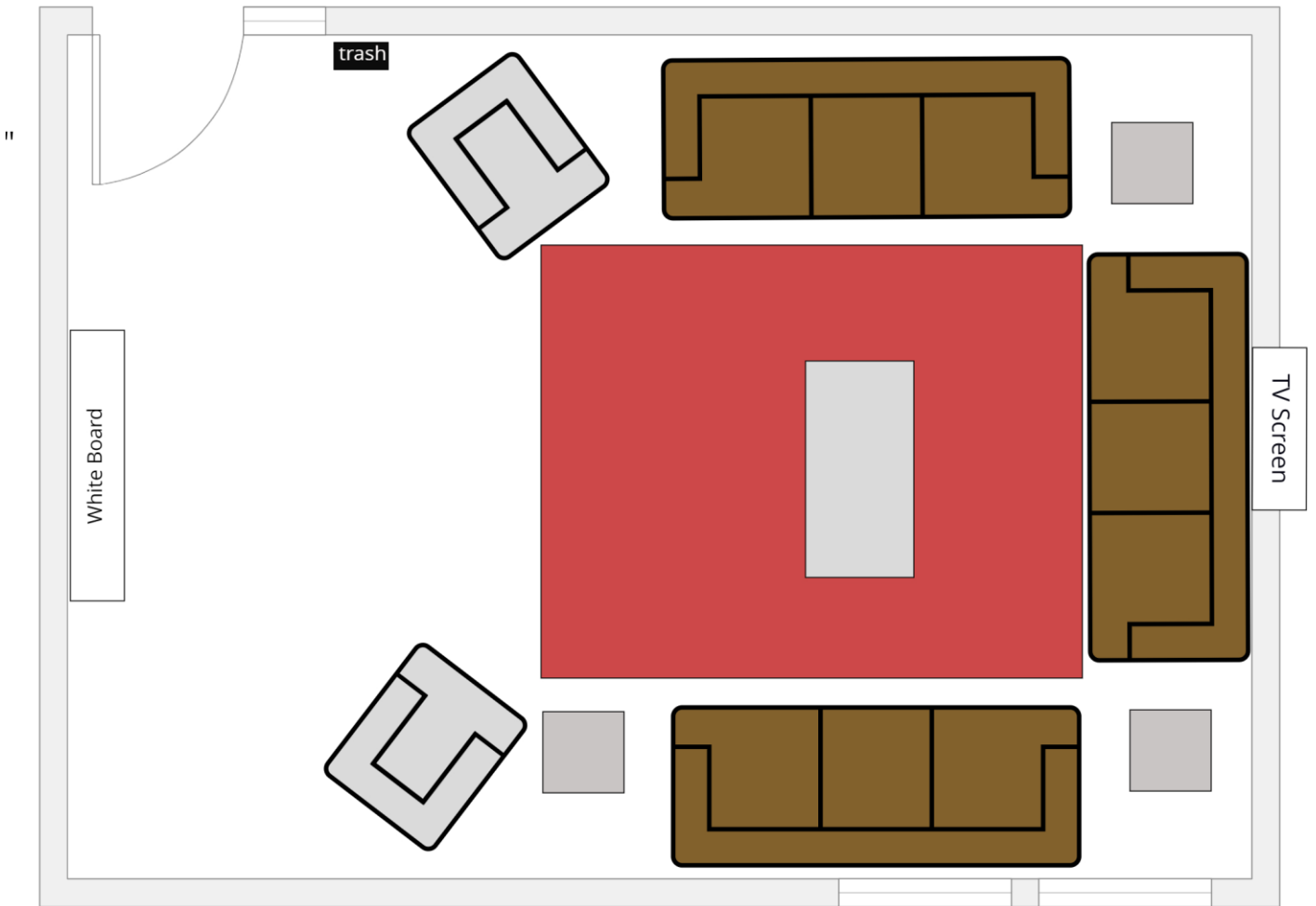
HHM - 3



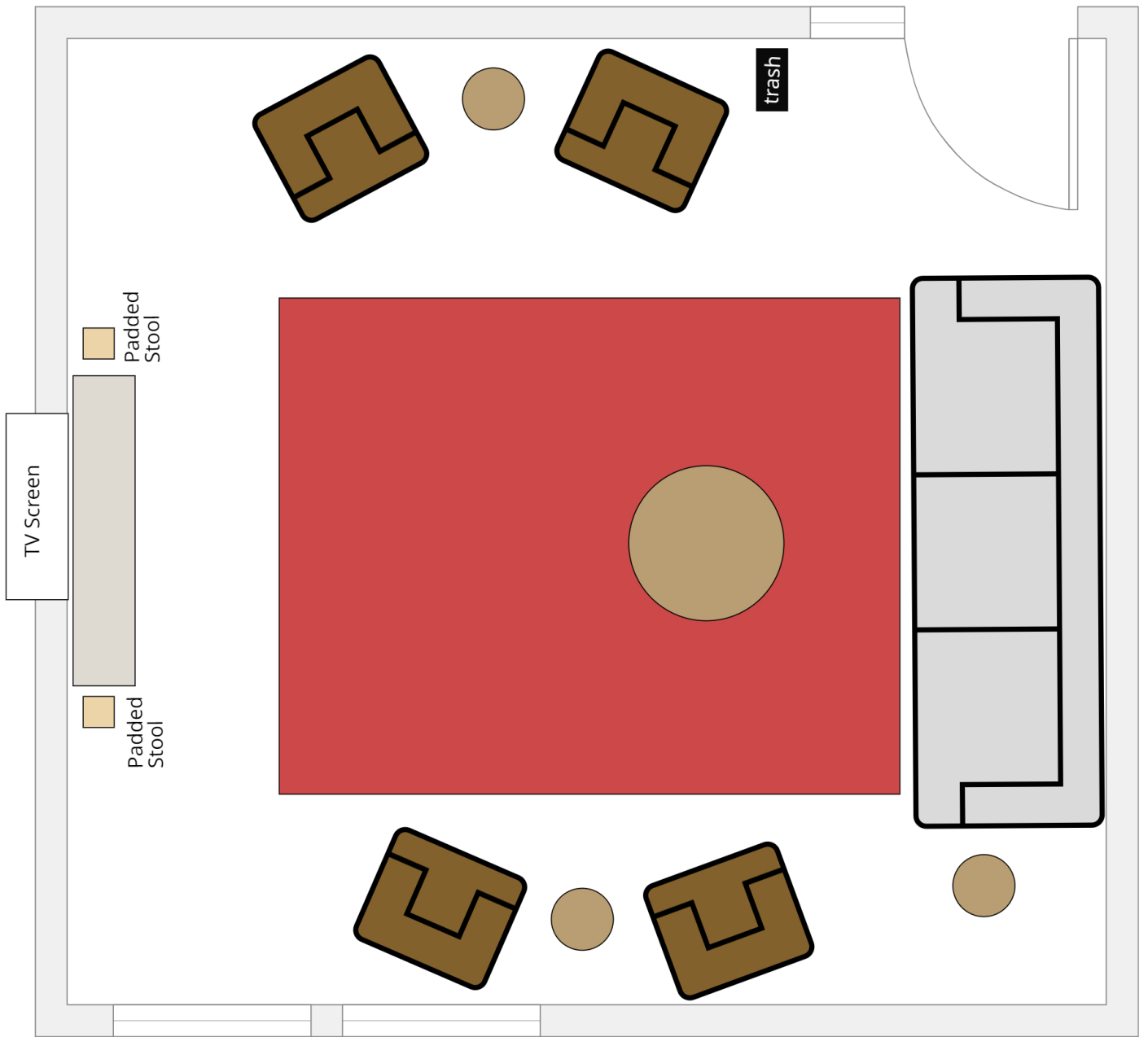
HHM - 4



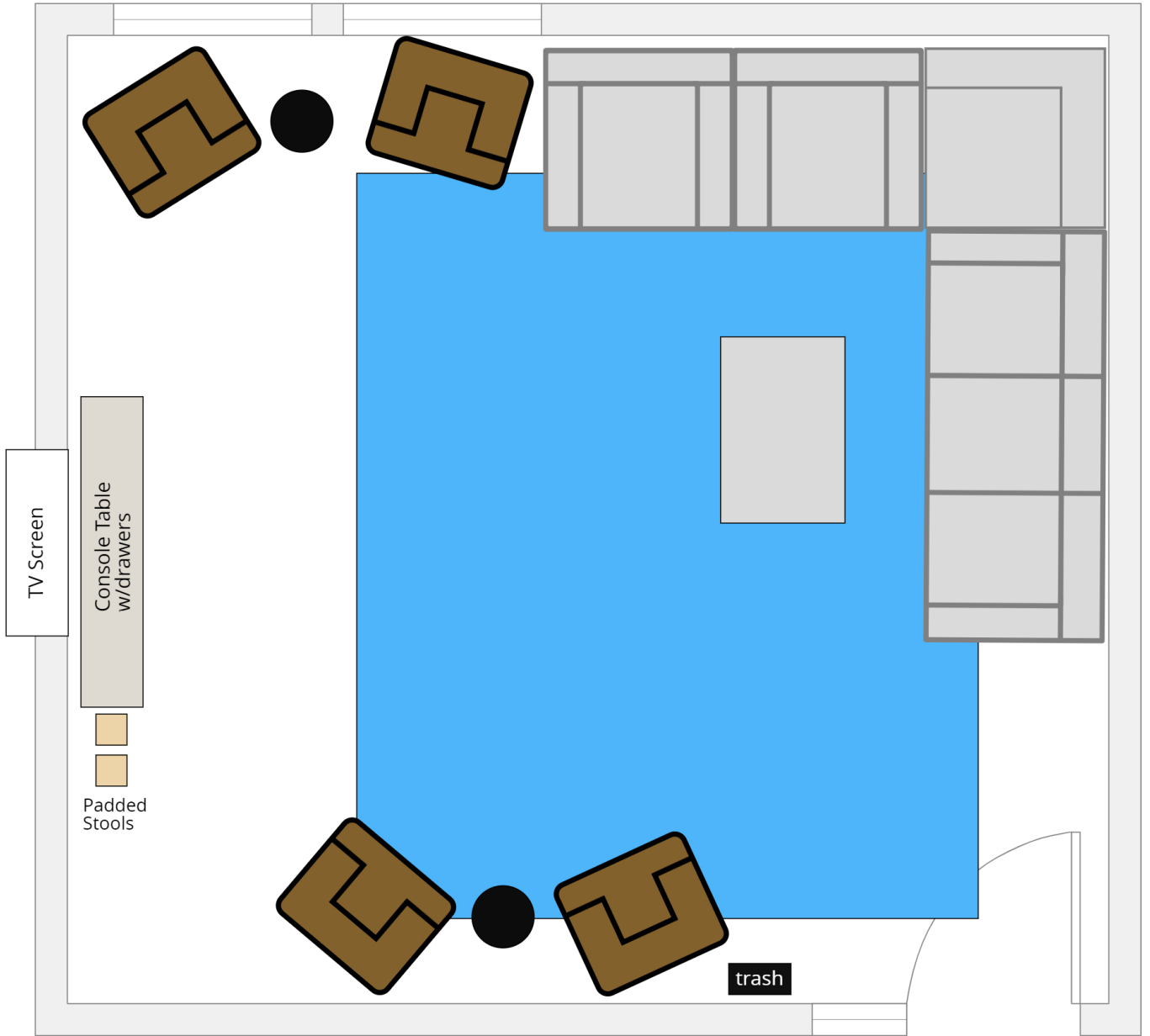
HHM - 5



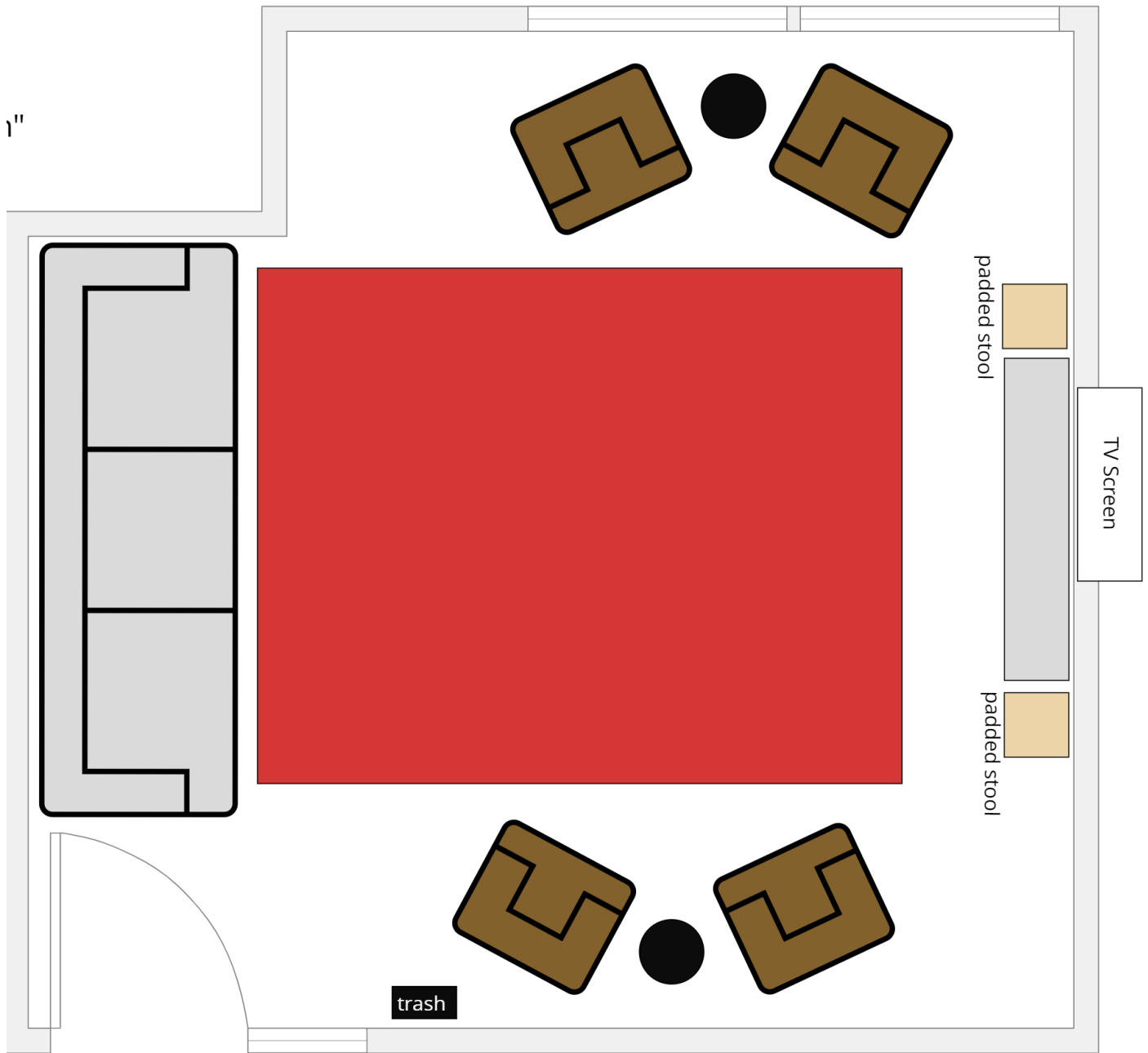
HHM - 6



HHM - 7



HHM - 8



SCHEDULE OF FEES FOR MAJOR EVENTS

The Fees for Major Events vary depending on the size and scope of each Event. All available spaces for Major Events are the same as listed in the Schedule of Facilities and Fees for Minor Events. Below are the ranges of Fees within which every Major Event's Fee will be determined.

MULTI-SPACE/MULTI-DAY EVENTS

Large Events that require use of multiple spaces, multiple days, and extensive resources and setup
\$5,000 - \$10,000

LIMITED SPACE/DAY EVENTS

Large Events that require limited space, are contained within 1 day, or are smaller in scope
\$500 - \$3,000

DINNERS, LUNCHESES

Events that require use of the Kitchen and Food Service resources –
Fees are dependent upon the number of people and resources used
\$300 - \$1,500

A Refundable Security Deposit in the amount of \$500 (in addition to Rental Fee) is required. If the Facilities are returned in the same condition as rented, with no damage, the Security Deposit will be refunded within 1 week after the date of the Event, to the same address from which it was received.