



FACILITY USE POLICY

McBIC - COMMUNITY CENTER

Our staff and Church Board have been reviewing our facility usage guidelines. In the past, our practice was to charge people a fee to use the facility. Recently, we've transitioned to not charging for event requests from:

- People from McBIC*
- Community groups with whom we've established a working relationship

* We especially encourage and give priority to people within McBIC using the facility and grounds for bridge-building events with family and friends.

USING McBIC's FACILITY

- To **inquire** and/or **schedule** about facility availability for meetings, parties, events, etc., please contact the church office at 717-697-0682.

In keeping with our desire to be a blessing to our community, and our desire to make our facility and grounds available free of charge to individuals and groups from our church and community, we've established the following guidelines.

Please keep these in mind as you consider requesting our facility for your event(s):

- ⇒ A responsible point person who attends McBIC **and** will be attending the event will need to be identified. This person will coordinate the following details with our Office Administrator:
 - unlocking and locking of the facility prior to and after the event
 - leaving the room in the condition found (or requested set-up after the event)
 - vacuuming and collecting/removing trash (dumpster in back right of parking lot)
 - Making sure event attendees stay in the previously reserved area of the facility
- ⇒ Staff will closely monitor facility usage and reserves the right to limit or deny usage in cases where the proposed event doesn't fit our schedule, requires extra work from our support staff, or poses undue security risks.
 - As such and in keeping with our Child Protection Policy (CPP), we do not allow sleepovers.
 - The building must be vacated from 10 pm - 7:30 am Monday – Sunday.
 - When a community organization without a point person has an event, a paid staff member or security person is to be present during the event.

⇒ Fees for facility use may be charged when events require staff coverage outside of regular working hours.

⇒ Funerals are held free of charge.

SPECIAL EVENT NOTES

⇒ Use of wax candles must have prior approval

⇒ We do not allow the following:

- Throwing of rice or bird seed
- Helium balloons
- Consumption of alcoholic beverages anywhere in or on our property
- Smoking inside the facility
- Dancing