



**Facility Use Guidelines for Central Community Center  
at Central Schwenkfelder Church**

Central Schwenkfelder Church would like to welcome members of the church as well as members of the community to use the Central Community Center to glorify God in keeping with our mission and vision statements:

*Our Mission is to...Love God, Serve Others, & Grow Disciples  
Our Vision is to...Become Fully Mature Disciples of Christ by:  
Glorifying God individually and together as a church  
Growing spiritually through Bible study and prayer  
Serving others as an expression of our faith  
Supporting one another within our church family  
Witnessing in our neighborhoods and throughout the world.*

Central Schwenkfelder Church (CSC) is excited to be able to offer use of the Central Community Center (CCC) to its members for recreational, social and educational purposes. When the CCC is not being used for CSC programs, Christian and non-profit organizations whose purpose does not directly conflict with our Foundation for Christian Teaching and Core Values are encouraged to request use of the facility and attend our services.

***Persons arranging functions should clearly inform participants of the following:***

**Building Hours:** CCC may be used between the hours of 7:00 am and 11:00 pm. Requests to use the building outside of these hours must be made prior to the event to the Activity Center Coordinator and are subject to approval.

**Code of Conduct:** Students and adults are expected to be respectful to activity leaders and other participants. No profanity or unsportsmanlike conduct will be permitted in the Center or on Church grounds.

**Music** should be church appropriate.

**Restricted items:** Use or possession of alcoholic beverages, cigarettes, illegal drugs, fire arms and/or weapons is not permitted within the Central Community Center or on the church grounds.

**Candles** or other open flames are not permitted in the Central Community Center without prior approval of the Coordinator.

**Sale of items and/or services, admission fees, ticket sales, or offering collections** must have prior approval of Church Council and all profits are to be submitted to the Church, CSC Organizations, CSC Sponsored Organizations, Schwenkfelder Organizations, Approved CSC Charitable Organizations or approved CSC projects.

**Parking:** All parking must be in the areas provided and **not** on the Garden of Memories property.

**Care of Facility:** In an effort to maintain this wonderful facility to the greatest degree, CSC respectfully requests the following consideration be taken when using the building:

- Sneakers or rubber-soled shoes must be worn at all times in the gym.
- Any tables or chairs placed in the gym must have rubber covers on the legs.
- No food or drink is permitted in the gym except water unless previous arrangements have been made with the Activity Center Coordinator and the floor is covered. A tarp is available to cover the gym floor for any non-recreational use of the gym at an additional cost.
- No hanging from the basketball rims or nets.
- No weights should be used on the gym floor.
- Black wheels need to stay off of the gym floor.
- General cleanup is the responsibility of the group using the center. Any damage to equipment and/or premises must be reported to the Activity Center Coordinator. The Church will determine the appropriate restitution, if any.
- Furniture, sports equipment, kitchen supplies, or other property belonging to Central Schwenkfelder Church may not be removed from the premises, except with prior permission of the Activity Center Coordinator.

**Kitchenette:** After use, the kitchenette as well as all equipment, dishes, utensils, and supplies used must be restored to the location and condition in which they were found. All leftover food or supplies should be removed from the kitchen; approved exceptions must be clearly labeled with organization name/event and purpose of its use. Outside groups using the kitchenette should supply their own paper products including but not limited to plates, napkins, cups, plastic utensils, etc.

**Outdoor Soccer and Softball Fields:** Permission for use of the outdoor fields must be granted by the Activity Center Coordinator in coordination with the Schwenkie softball team scheduling representative. Visiting teams may play with no application or fee, but should provide a Certificate of Insurance naming CSC as an additional insured. If a visiting team would like to practice on our field(s), an application must be submitted and all applicable fees shall apply.

**Insurance:** All visiting teams or organizations must file an acceptable Certificate of Liability insurance coverage with the Activity Center Coordinator at least 2 weeks prior to use listing CSC as additional insured. Failure to do may result in cancellation of reservation.

**Reports of injuries** that occur on the premises need to be communicated verbally and in writing, using the Accident Report Form, within 24 hours.

**Reservations:** All requests to use the facility are to be made through the Activity Center Coordinator. Church members may make verbal requests via phone call or email to reserve the center for church related activities. Reservations will be confirmed via phone call or email as well. All other requests must be made in writing using the **Application for Use of Central Community Center** and reservations will be confirmed after the signed, written application is received and any applicable deposit is received.

**Payment:** A nonrefundable deposit of \$25 is due with the application and will be applied toward the total amount due. Full payment is due 1 month prior to the event. Special circumstances may be negotiated with the Activity Center Coordinator if necessary. If payment has not been received, CSC has the right to cancel the reservation.

**Cancellation:** Make ups will be rescheduled or refunded in the case of inclement weather or if the event needs to be canceled for any reason by CSC. All reservations canceled more than 7 days prior to the event will receive a full refund of any payment already made, less the nonrefundable deposit. Cancellations made less than 7 days prior to the event will receive a refund of 50% of funds paid, or may reschedule if another date can be secured.