

**ELKHART CHRISTIAN CHURCH  
BUILDING USE PROCEDURE & FEE SCHEDULE**

Individuals or organizations who desire to use Elkhart Christian Church's (ECC) facilities must complete a Building Use Agreement form. This completed form shall be sent to the ECC Trustees ([trustees@elkhartcc.org](mailto:trustees@elkhartcc.org)). The ECC Trustees will review the request, determine whether the requested space is available for use and notify the requesting party.

There will be no deposit or fees for attending members of Elkhart Christian Church or for not-for-profit organizations or causes that are consistent with the mission of ECC as interpreted by the ECC Trustees, which promotes community development and youth development. There is no fee for church functions. Ultimate determination as to whether the activity is a church or non-church function will be made by the ECC Elders.

For all other activities, an event will not be placed the church calendar until a required \$50.00 deposit has been received. Any violation of the Building Use Agreement may result in forfeiture of the deposit. **ECC is not liable for lost, damaged or stolen items.**

**FEES**

All fees are to be paid prior to the event.

Minimum deposit \$50.00

**113 S. Gillett Facility (ECC)**

ECC Sanctuary \$100.00  
ECC Fellowship Hall \$50.00

**206 S. Gillett Facility (FCC)**

FCC Auditorium & Restrooms \$50.00  
FCC Kitchen \$50.00  
Furniture Needs:  
    FCC Round Tables \$25.00  
    FCC Stackable Chairs \$25.00

Sound System, Sound Equipment and Technician (ECC) \$50 minimum payable to the technician who must be approved by ECC Trustees.

Pipe organ (ECC) Our pipe organ is a remarkable and sensitive instrument and must not be operated by anyone other than those approved by ECC Trustees. The fee for this service is paid to and set by the approved individual.

Piano (ECC) Pianist arrangements are not made by the church but use of the piano is permitted.

## BUILDING USE AGREEMENT

*Please complete all applicable information below and email completed form to [trustees@elkhartcc.org](mailto:trustees@elkhartcc.org) or return to the ECC church office (attn: Trustees) no less than two weeks prior to your event at 206 S. Gillett St. or 113 S. Gillett St. Elkhart, IL 62634-0229.*

Event Planned: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_ (from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm)

Person(s) Requesting Use: \_\_\_\_\_

Your Address: \_\_\_\_\_

Organization You Represent (if any): \_\_\_\_\_

Home/Work Phone(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Room(s) To Be Used: \_\_\_\_\_

Equipment & Number Needed:

\_\_\_\_ Overhead Projector      \_\_\_\_ TV/VCR      \_\_\_\_ Cassette Player/Recorder  
\_\_\_\_ Sound System Operator      \_\_\_\_ # of Microphones (for sound team info)  
\_\_\_\_ Kitchen Appliances      \_\_\_\_ # of Tables and \_\_\_\_ # of Chairs (please leave as found)

Will You Need:      \_\_\_\_ clean-up done by custodian?  
                             \_\_\_\_ heating turned on?  
                             \_\_\_\_ cooling turned on?

Any other comments or special needs not listed:

*I have read the Elkhart Christian Church Building Use Procedure and Fee Schedule and am willing to abide by its guidelines:*

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**FOR OFFICE USE:**

\_\_\_\_ church calendar clear      \_\_\_\_ confirmation/deposit      \_\_\_\_ proof of insurance  
\_\_\_\_ equipment available      \_\_\_\_ necessary contacts made      \_\_\_\_ ECC Trustee approval  
(custodian, sound team, etc.)