

BUILDING USE GUIDELINES FOR THE QUINCY CHURCH OF CHRIST

1. We offer our building free of charge to anyone or any group that wants to use it within the conditions and exceptions listed below.
2. A member of the Quincy Church of Christ must be present during all activities.
3. All requests for use must be submitted for approval to the elders or deacons.
4. The member who attends the activity is responsible for arranging and assuring clean-up is done.
5. Our auditorium holds a maximum of 250. Our annex can seat at tables approximately 125 and many more without tables.
6. No live music is allowed inside the building at any activity.
7. Additional guidelines regarding weddings:
 - a. We will allow any Christian minister to perform weddings in our building.
 - b. If our currently hired minister performs the wedding, he has the right to set his own conditions of performing the wedding.
 - c. While no live music is allowed, recorded music may be played over the sound system. Live or recorded singers are allowed.
 - d. If the wedding party returns moved furniture and cleans up after the ceremony, there will be no charge for use. Otherwise there is a \$25 charge for our members to do it.
 - e. One key to the building will be provided to the bride or groom approximately 3 to 4 days before the ceremony.
 - f. Access to the building for a weekend wedding will begin Wednesday night at 9PM and continue until the wedding. The building temperature will be maintained at a comfortable setting from the time of access until the ceremony.