

*Chebeague Community Church
258 North Road, Chebeague Island, Me. 04017*

207-846-6987 church.chebeague@gmail.com

CHEBEAGUE COMMUNITY CHURCH

Combined Building Use Policy

Buildings owned and supported by the Chebeague Community Church: Sanctuary, Parish House, Parsonage with garage, grounds and parking areas associated with each building.

A separate policy exists for the parsonage (at time of draft, it is used as a private residence.)

Rules and Expectations

- No smoking anywhere on church property
- No alcoholic beverages (open or unopened) allowed on church property
- Building may only be used on the dates and times agreed upon
- Nothing may be removed from the walls without the permission of the pastor or the pastor's designee
- Nothing may be thrown inside any building. (i.e. rice, petals, confetti, etc.)
- Any items left after 7 days will be disposed of
- Any damages to the building or furnishings are the responsibility of the person or organization using the building
- Additional charges may be incurred for damage or cleaning

Parking

Parking should be limited to the lot adjacent to the sanctuary and parish house. If additional parking is required, use town signage to limit parking to one side.

Please avoid street parking on both sides of the street directly in front of the sanctuary and parish house.

**All Dates and times need to be cleared through the Administrative Office
Use of the Sanctuary will subject to decision of the Pastor and the Church Office**

Sanctuary

Seating

- o balcony: 30
- o Spaced with 4 in each pew: 168
- o Tighter with 5 in each pew: 210

A designated member of the congregation and/or Trustees will meet with the booking party to discuss removal and/or addition of any items prior to the event. A labeled plastic tub will be provided to hold any displaced items in the work closet

Anything that is moved must be replaced to its original position following the event

Weddings	\$150 / non-members
Funerals	Donation Requested
General Use	Donation Requested

Parish House

Seating

- o 88 Folding chairs
- o 1 High Chair
- o 1 Rocker

Tables

- o 14 → 64" x 30"
- o 2 → 31" x 95"
- o 2 → 47" x 24" adjustable height

Meeting Room Usage	Donation Requested
Kitchen use (per 24 hr period)	\$100.00