First Christian Church
Disciples of Christ Corvallis, Oregon
By Luke Cotton – 5417606485 – webmaster@fcc-corvallis.org

Room Use Policies

1. The church facilities are available to members and non-members to hold events.
2. Events should be scheduled through the office administrator no less than one month in advance.
3. A scheduling application and fees are required in order for room use approval.
4. NO smoking inside the building or within 20 feet of all openings to the building.
5. NO alcoholic beverages or other drugs will be permitted on church property.
6. Unattended children are not allowed in the building at any time.
7. The only rooms to be used are those specifically assigned to the approved event.
8. Please report any room problems (burned out lights, broken furniture, etc.) to the church office. Unreported damage can be billed to you if it is not reported prior to the event.
9. Rooms should be left as you found them. Church furniture and supplies are not to be moved from one room to another.
10. All property left in the room requires a label and must be approved if stored outside the reserved storage spaces. Storage spaces that are reserved can have locks and subsequent keys that are approved and purchased from the church office.

Room Basics

- All alterations to the rooms require authorization. (We prefer to do the alterations like wall mounting)
- Reduce the damage by cleaning up messes and taking preventative measures to ensure messes are mitigated.
- Report all severe messes. (Coffee Spills) You can call at the time of the accident and leave a message.
- We value the red chairs, please reciprocate that value by informing us when a chair is broken.

Room Use Scheduling and Primary Contact	Room Maintenance and Allocation Issues
Office Administrator	Luke Cotton
541-753-2671	541-760-6485
church.office@fcc-corvallis.org	webmaster@cottondew.net (Preferred Method)