



Request to Host a Presentation or Activity at Church [RCCC Venue]

Policy:

The use of the Raleigh Chinese Christian Church ('RCCC') facility to host a presentation or activity is granted for membership/community use only when the subject presentation or activity meets the criteria defined below. Request for individual's own use, member or non-member, is not permitted. The use of the church for a member's wedding or funeral services is governed by another guideline and granted with the completion of the appropriate application.

Facility Use: [1] Requesting church member/community (non-member at the discretion of the Shepherding Team) must not be a political entity, a religious representative contrary to the faith and doctrine of RCCC, and whose subject presentation/activity solely promotes nor contrary to the culture and values of the church membership community. The use of the building must not be for any business gain¹, promotion of a particular group or candidate or benefit of any individual¹; or [2] Members requesting for wedding use should consult the *Wedding Guidelines, Policy and Procedures* guide for further information. Funeral or memorial service is per Shepherding Team directive.

Fire regulations must be observed at all times. No alcohol and/or smoking are permitted on the premises. **No food or drinks permitted inside the sanctuary (MPR). No open cups. Only bottled water is allowed.**

[1]e.g., student recital, business promotion/advertisement, member's family party/gathering, school or community fund raising, etc.]

Allowable Topics:

Allowable topics generally are of an educational and non-religious nature and not contrary to the doctrines and faith of Raleigh Chinese Christian Church. The Shepherding Team is the final decision body to grant or deny the hosting of any topic in its discretion. Topics not appearing on the list may be broached specifically with the Shepherding Team. Please contact the Facilitator if needed.

<ul style="list-style-type: none"> • Healthcare topics • Social security topics • Insurance per church and staff needs 	<ul style="list-style-type: none"> • IT topics • Community/facility safety • Risk management • Biblical Counseling 	<ul style="list-style-type: none"> • Financial topics through a recognized Christian organization • [1]
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[1] = Others as permitted by the Shepherding Team

Non-Allowable Topics:

<ul style="list-style-type: none"> • Gambling of any type 	<ul style="list-style-type: none"> • Political agenda 	<ul style="list-style-type: none"> • [2]
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[2] = Per Shepherding Team



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APPLICATION

Procedure:

The Requestor is to give the completed form to the RCCC facility deacon for approval. If an honorarium is expected, this must be approved by the Facilitator.

Facilitator approved (honorarium): Yes No

Request accepted by: _____ Date: _____
Deacon/Facilitator

If in doubt, the RCCC representative must first consult the church Facilitator before granting the request.

Date/Time/Purpose of Use: Applicant Please Complete and Give to Facility Deacon

Date and Time of Use of Building	
Purpose of Use/Topic	
Room(s) Needed	Number of People Expected to Attend

Requester/Member's Name Information or Church Council Initiated:

Requestor's Name	<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Today's Date
_____ Chinese English Signature		Email Address
Nature of Request		
Presenter's or Trainer's Name		
Presenter / Trainer's Organization Name		
Address of Presenter [City/State/Zip]		Telephone
Position in Organization	How long in position	Email Address



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History of Change:

Version 2:

1. Deleted name of facilitator to generic name.
2. Deleted name of facility deacon to generic name.