



Franklin Christian Church (FCC) exists so that all people will know and follow Jesus. FCC has been blessed with a beautiful facility. Our prayer and desire is that God will allow us to use our facility to serve our community. We are happy that your group or organization is considering using our facility.

General Guidelines

Granting use of all or part of FCC is under the guidelines of our facility team representatives.

FCC reserves the rights to permit use of the facility to person(s) and or organizations as we choose or for date(s) we determine available. The requested space and nature of the meeting must not unduly interfere with other ministries/activities that will be taking place at the same time in other parts of the facility.

Approval of the use of the facility does not imply or constitute endorsement of that person or group's missions or position in the community. Persons or groups approved for use of the facility are not permitted to advertise in any manner whatsoever that might imply endorsement by FCC unless specifically approved by our facility representative. No activities or advocacy may take place within or on FCC's property that does not conform to FCC's mission/vision, standards, and/or policies.

Our priority is for FCC ministry related events and members individual needs. The facilities may be used by other organizations, non-profits, and individuals provided it does not interfere with FCC ministry functions. Priority is given to organizations that meet FCC's criteria of Christian ministry and service.

All organizations, groups, or individuals using FCC's facilities should take note of the following eligibility guidelines:

1. A facility usage form must be completed for all groups or individuals requesting usage.
 - a. Form located online: fcctn.org/facility-request
2. Facilities are not available to groups for fundraising or for-profit making activities.
3. Facilities are not available for political campaigns or parties.
4. Groups or organizations using the facility will be required to provide a Certificate of Liability Insurance coverage naming Franklin Christian Church as an additional insured. It MUST be on file prior to the date of the event for the purpose of covering liability and property damage or accidents that might occur on church property.
5. A signed liability waiver for all groups must be filled out.
6. FCC requires security for every event. Lessee will work with FCC's Director of Safety to ensure that requirements are met.

Facility Use Request Process

1. Complete the facility usage request (at least 30 days prior to event) on our website: fcctn.org/facility-request
2. Complete Liability Waiver Agreement (after event is approved)
3. Complete the Facility Use Additional Information (after event is approved & if more info is needed)
4. Provide a 25% non-refundable deposit (when event is approved)
5. Provide a Certificate of Insurance naming Franklin Christian as an additional insured two-weeks (14 days) prior to the event.
6. Final balance due two-weeks (14 days) before the actual event.