



## Mission Center of HOPE (MCOH) Rules and Regulations

8/1/13

### Events and Facility Usage

The MCOH contains Suite A, Suite C and a conference room which may be used exclusively by members in good standing of the SD Church of Christ. The building also includes several ministry offices which are reserved for ministry and Mission Center staff.

All currently booked time slots for use of the facilities are posted on the MCOH online calendar which can be seen at [www.missioncenterofhope.com](http://www.missioncenterofhope.com). Please contact the MCOH Administrator to schedule an event and identify who the "Responsible Party" will be for each event. Events cannot be scheduled more than 90 days out. The facilities may not be used for business purposes, personal gain, or by any outside group or organization.

The prioritization of scheduling is as follows:

1. Ministry events (Teens, Campus, Singles, Marrieds and Empty Nester Ministries)
2. Group service events (Mission Center of HOPE, HOPEww, Worship practice)
3. Personal – SDCOC members (Birthday party, anniversary)

Whenever we have an event on site that is not a ministry event where a ministry staff member is present the entire time, we always need a "responsible adult member in good standing" who will take responsibility for the care and consideration of the facility. We define a "responsible adult" as a faithful disciple (as approved by the Regional Leader) who is a parent of teens/campus/singles or older, and they are loaned a key for the event. This responsible adult also needs to be in the facility the entire time during the event.

### Facility Keys

Keys will be assigned, by number, to specific individuals upon request and approval of the Administrator. Key holders are personally responsible for their key which may not be lent to others for any reason. The key holder must be present during any event where they have scheduled the facility and are responsible to close and lock up. Keys cannot be duplicated and there is a \$15 fee for replacing lost keys.

### Inventory and Storage

Items stored at the MCOH (e.g., chairs, tables, food prep equipment), must be checked out for ministry use only and checked back in when returned. The borrower is responsible for any items they check out. Please see the Administrator to check out any items.

## **“Leave No Trace”**

When the responsible party is finished using the MCOH, they should strive to clean it to the point where it is hard to tell anyone was even there. The responsible party for each event will be charged for any additional costs resulting from repairs or extra cleaning of the facility.

Along these lines, **gum is not allowed in the MCOH at any time.**

### **Contact Person:**

Sean Ford, Administrator

Mission Center of HOPE

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[www.missioncenterofhope.com](http://www.missioncenterofhope.com)