

9/12/17

## **CHURCH FACILITY USE POLICY For Crosslink Community Church (CCC)**

### **Statement of Purpose**

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's governing documents such as our statement of faith, constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the church as inconsistent with, or contrary to the church's faith or moral teachings.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is critical to the church that we present a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a negative impact on the message that we strive to promote. It could also be a source of confusion to our church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. See Colossians 3:17.

The final and exclusive authority for any decision whether any particular use would violate this policy shall rest exclusively with the church body acting in accord with the church's governing documents.

### **Approved Users and Priority of Use**

The pastor or official designee must approve all uses of church facilities. Priority shall

generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.
2. The group or person seeking facility use must submit a signed Church Facility Reservation Request, Affirmation of Understanding and Agreement form, and a Waiver of Liability form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.
4. Groups or individual that may not use the facilities are: Organizations whose activities are in conflict with the mission and beliefs of CCC, Partisan political groups, groups or individuals operating for commercial gain.
5. Scheduled meetings of CCC will take precedence over all other requests.
6. A decision on permission to use the facilities at CCC is solely at the discretion of CCC Pastor or designated person. CCC may exert its right to waive the fee and insurance requirement for use of the facility.

### **Facility Use Hours**

Facilities are available between the hours of 9:00 a.m. and 9:00 p.m. Use outside these hours may be approved by the pastor or official designee.

### **Scheduling Events**

Requests for facility use may be made to the Facility Use Coordinator or the Church Secretary, by submitting the forms required in number 2. above. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

If Audio/visuals/lighting are required, Audio/visuals/lighting team volunteers will be required to be scheduled far enough in advance for any event for facility use.

A CCC official designee or Deacon must be present during the event.

### **Fees**

Use of church facilities is subject to a use and maintenance fees to pay for the upkeep of church facilities. (See list of facility use fees and deposits required). These fees are below market rates for facility use. They are only for cleaning, maintenance, and to offset operating costs. We ask that donations above these fees be considered to improve and further CCC's mission and vision. Church members shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings.

### **Facility Use Guidelines**

Alcohol Policy: Alcohol is not allowed in church facilities or on the property.

Smoking Policy: [e.g., smoking in any indoor church facilities is prohibited.]

Groups are restricted to only those areas of the facility that the group has reserved. Food and beverages are not allowed in worship space and in classrooms. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.

All lights must be turned off and doors locked upon departure. Clean up is the responsibility of the group using the facility. The church may not return deposit if facility is not cleaned properly as determined by the pastor or official designee. (who determines if the facility is cleaned properly?)

Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

All events must have a CCC church official designee or Deacon present. The pastor or official designee will approve requests for building use. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.

### **Rules of Conduct**

Responsible adults supervision must be with the group at all times when facilities are in use. An adult must supervise all minor children. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise. Smoking and non-prescriptive drugs are prohibited in the building and on church property. Any activity or behavior deemed inappropriate by the CCC official designee or Deacon may be grounds to be asked leave the premises.

### **Kitchen Use**

Kitchen use rules are posted in kitchen. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees attached).

Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found. The pantry area is off limits.

Individual member or responsible organization should be responsible for table clothes, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 1 day. (Members only) Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc. The Pastor or his official designee must inspect the kitchen following use for cleanliness and damage and for the release of deposit funds to be returned.

### **Use of Equipment**

Any use of audiovisual equipment in the Worship Center requires a member of the audio-visual team from CCC to be present. A member of the audio-visual team only will operate the audiovisual equipment. (See Fees & Charges attached) The audio and/or DVD equipment in other areas of the facility may not be used without a member of the audio-visual team present. The use of additional audio visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For non-members, a fee will be incurred for the use of an audio/visual equipment. (See Fees & Charges attached)

No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Pastor or his official designee.

Groups using the facility may use tables, chairs, and lecterns, as their set-up requires but must be returned to original location.

### **Insurance**

Liability insurance (minimum \$2 million for each occurrence and \$15 thousand for medical payments for each occurrence) will be required for non-members when engaged in-group activities where fall or injury hazards are a risk or for large groups or groups using facility on a regular basis or at the discretion of the pastor or official designee. Should the USER not have liability insurance; an event insurance policy of a minimum of a minimum \$2 million for each occurrence and \$15 thousand for medical payments for each occurrence is required. Crosslink Community Church will be listed on the policy as an additional insured for any liability damages arising from its activities on CCC property and will provide a certificate of insurance showing that CCC has become an additional insured on the group's insurance policy.