

# Facility Use Policy & Procedure



It is Crosspointe's pleasure to partner with you as you celebrate God's blessings with your family. This guide is designed to walk you through the process of planning your family celebration.

The guidelines in this policy seek to outline the use of Crosspointe's facilities and maintain the campus. Please read this guide carefully and then fill out and return the application at the back.

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## **Use of the Facilities**

Crosspointe's facilities and campus may be only be used by Crosspointe members or her church groups or ministries for celebrations and gatherings of immediate family (parents, children, or grandparents of members). Though an event may be for a family member, the requesting member must be a member of Crosspointe who will serve as the host and responsible party for the event.

The church facilities and campus may only be used for events and activities that in accordance with the Constitution/By-Laws and Policy/Procedures of Crosspointe Baptist Church.

The church facilities and campus may not be used to host for-profit events, dances, or non- church sponsored fundraisers.

During certain seasons or special events some areas of the church facility may not be available for use. The preschool and elementary classrooms may not be used for member events as they are prepared for regular ministry times.

## **Terms of Use**

A member interested in using the facilities or grounds must submit a completed building use form no more than (1) year and no less than six (6) weeks prior to the event date and be approved by the church leadership team before the event will be placed on the church schedule. Forms submitted less than six (6) weeks prior to the event date will be considered, but approval will be difficult because of the church schedule.

The Requesting Member must be present during the entire event including setup and cleanup.

The Requesting Member must complete a building walk-through with a trained staff member the week prior to their event to discuss building maintenance and emergency procedures. Members that have hosted an event in the past twelve (12) months will not be required to do a walk- through.

The Requesting Member may obtain a building swipe card key to use for their event. A key may be picked up at the church office during normal business hours the week of the event. The key must be returned the week following the event. Failure to do so will result in a \$5 charge.

The Requesting Member must restore the areas they use. Furniture, tables and chairs shall be left in the position or storage they were found unless otherwise directed by the Trustees or Church Staff.

The Requesting Member shall leave the areas of the facility used in “broom cleaned condition.” This includes but not limited to sweeping, mopping, cleaning tables, and taking out trash. All wet spills shall be eliminated before leaving the facility. Failure to clean will result in custodial charges. Requesting members are expected to leave the areas of the facility used in “broom cleaned condition.” This includes but not limited to sweeping, mopping, cleaning tables, and taking out trash. Failure to clean will result in custodial charges.

The Requesting Member is responsible for the behavior of their family and guests.

1. Please treat all church property with proper respect.
2. Use only the areas of the facilities you have reserved.
3. Members are responsible for any property damage.
4. Pets are not allowed inside church facility, unless they are service animals.
5. The use of tobacco products, e-cigarettes, alcoholic beverages, illegal use of drugs, and dancing are not permitted on church property.

The Requesting Member is responsible for decorations and decorating. The church will not supply any decorations. Anything attached to chairs or walls must be accomplished with removable adhesive strips or methods that do not remove paint or damage the furniture. All decorations should be taken down immediately following the event.

The Requesting Member is responsible for the event’s supplies. The church will not supply food, beverages, plates, cups, silverware, napkins, etc.

The Requesting Member will be responsible for any damages resulting from the use of a caterer, photographer, or event guests.

If a Requesting Member chooses to use any non-church rental service (inflatables, sound/video, etc.) the Requesting Member is responsible for insuring the company maintains liability insurance. The church is not responsible and will not be held liable for injuries or damages from use of rental equipment during non-church sponsored events.

### **Other Churches or Valor Academy or Disasters**

Another Church with like beliefs or Valor Academy may use our facilities upon request, approval, and oversight through the process outlined above, with said entity acting as the Requesting Member. Our facilities may be used to assist in the case of a natural disaster under the oversight of the Trustees.

## **Furniture and Equipment**

Church owned furniture (tables, chairs, etc) and equipment shall not be removed from the church facility or campus except for church use only.

## **Process of Scheduling an Event**

Step 1- The Requesting Member obtains a Facility Use Guide from the church office or website and carefully read the expectations of the church.

Step 2- The Requesting Member completes the facilities use form and return to the church office in person or via mail not less than six (6) weeks prior to the event date.

Step 3- The Church Trustees will review the form. If the application is policy compliant, the process will continue.

Step 4- The Trustees will take the event date to the leadership team for final approval and calendar placement. The Requesting Member should not make definite plans with photographer, caterer, invitations, etc. until after this approval.

Step 5- The Requesting Member will be notified that the event is officially booked on the church schedule.

Step 6- Contact the Trustees to schedule a building walk-through time and key pickup if applicable.

## **Facility Use Fees**

### *Custodial Fee*

Any time served by the custodian due to incomplete cleaning will be charged at a rate of \$20/hour. Additional expenses may be incurred if professional cleaning is required.

*Unreturned or lost key: \$5*

# Crosspointe Baptist Church

## *Members Use of Church Facilities Request*

The church is a busy place. To better ensure a smooth event, please place request at least 6 weeks in advance so the Church Leadership Team can schedule and accommodate everyone. Failure to provide adequate notice may conflict with other previously scheduled activities and your request may not be fulfilled.

**Name of Member or group responsible or making request:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date requested:** \_\_\_\_\_

**Times requested (include setup & cleanup):** \_\_\_\_\_

**Type of Event:**       Birthday                       Baby / Wedding Shower                       Family Reunion

**Other:** \_\_\_\_\_

**Check all areas of the church that you will be using:**

- Gym
- Solid Rock Café
- Fellowship Hall
- Worship Center
- Classroom: \_\_\_\_\_
- Picnic Shelter
- Other: \_\_\_\_\_

**Equipment Needed:** \_\_\_\_\_

Any furniture or equipment needed or moved will need to be cleaned and returned to original location. Please empty any trash to the green receptacle in the front parking lot.

*I agree to abide by the policies of the facility. I understand that I am responsible for leaving the facility in good "broom cleaned" condition. I also understand that I am responsible for any damage done to the room/ equipment I am using and agree to cover all costs for cleaning, repair, or replacement.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Church Use Only**

Request Received on \_\_\_\_\_

Approved by church leadership team on \_\_\_\_\_

Key Issued: Yes No

Key Returned: Yes No

Walk-through Complete: Yes No