

Cornerstone Church Chrisney Facilities and Equipment Use Policy

Rev. June, 2023

Purpose:

The primary purpose of Cornerstone Church Chrisney, Chrisney, Indiana (CCC) is to carry out the ministries of our local church. We have active ministries for children, youth, adults and the community. To further these ministries, CCC offers the use of its facilities and equipment to members, non-members and community organizations while being good stewards of what our Lord has provided. The paragraphs below will attempt to detail the policies of CCC concerning the conditions and responsibilities of the parties wishing to use the facilities and equipment of the church.

Authorization/Priorities:

- A. The use of the facilities and equipment fall under the jurisdiction of the Board of Trustees of CCC. No commitment of the use of the facilities or equipment of the church is final until the Facility Request Form online is completed and executed by the Board of Trustees or its designate. Our first priority is for the program and membership needs of CCC. Lesser priorities are for non-local denominational needs, non-profit groups that are supported by the church, other community non-profit organizations and lastly for-profit organizations. The Board of Trustees retains the exclusive right to approve or deny any application for whatever cause it deems appropriate.
- B. Approval of the use of the CCC grounds or facilities does not imply endorsement of any group, their mission or their positions. Groups who are approved to use CCC facilities are prohibited from advertising in such a way as to imply endorsement of the group's positions by the church or its members. No activity or advocacy may take place in our facilities or on our grounds that in any way conflicts with the policies and practices of CCC. This includes but is not limited to: 1) No tobacco use in church facilities, 2) no alcohol or illegal drug use on CCC grounds [This includes use of alcohol or illegal drugs preceding the use of church facilities], 3) no high risk classes or activities, 4) any other activities contrary to Board of Trustee policies or customs.

Application Steps:

- A. The request for facility or equipment use should be made on-line at CCC's website, <http://www.cornerstone.online>. A "Reserve Space" link is on the main page or go to the Calendar Tab on the main page. The "Facility Reservation Form" immediately follows the calendar. Submit the form after including the requested information including the areas requested, e-mail address and phone number so that contact can be made if additional information is needed to determine if the church can accommodate the group.
- B. Insurance Certification: All organizations whether for or non profit shall provide CCC a Certificate of Insurance of at least \$1,000,000.00 value with Cornerstone Church Chrisney, Inc. identified as an additional insured.

- C. Non member individuals must provide proof of insurance under their personal insurance policy or policies by their registered agent.

Responsibilities for CCC Facilities' Use:

A. General Responsibilities:

- 1) All organizations, whether for or non profit shall provide a Certificate of Insurance of at least \$1,000,000 value with Cornerstone Church Chrisney, Inc. Identified as an Additional Insured. Individuals must Provide Proof of coverage under their personal insurance policy or policies by their registered agent.
- 2) A lead person for the event shall be identified and that individual must agree to the below requirements for facilities and/or equipment.
- 3) The lead person shall be responsible for the event attendees knowledge of and following of CCC's policies and restrictions.
- 4) In the event of uncertainty about the implementation of this policy or customary practices of CCC not specifically mentioned in this document by any non-member person or organization, the Board of Trustees or its delegate shall decide the matter and all individuals and groups shall abide by the Board of Trustees or delegate's directions or forfeit immediately the use of any part of the church's facilities.
- 5) For the safety of themselves and others all children must be closely supervised while in the church facilities.
- 6) Only the rooms authorized for the event and the restrooms are to be used.
- 7) Rooms and restrooms shall be left in the same or better condition than found. Vacuums and cleaning supplies are in the storage closet behind the sanctuary, if needed. All trash must be removed upon completion of the event.
- 8) Any damage to church facilities, furnishings, equipment or decorations shall be reported and will result in the loss of any security deposit plus any other costs to repair or replace the damaged items at CCC's discretion.

B. Specific Room Responsibilities

1) Sanctuary

- a) The sanctuary is primarily a place of worship and discussion. Proper respect must be given to the altar, pulpit, baptistery and lectern. No running or playing is allowed on the raised platform.
- b) No food or drink is allowed in the sanctuary.
- c) Use of the video, sound system, computer, piano and organ is prohibited unless specific training is performed by church personnel.
- d) Hymnals shall not be removed from the church without previous approval.
- e) Upon completion of the event, chairs and any other moved items must be returned to their original positions.
- f) All lights and equipment used must be turned off at the completion of the event.
- g) If any changes were made to the heating and air condition settings, they must be reset to their original settings upon the completion of the event.

2) Classrooms and Conference Room

- a) While discouraged, food and beverages are allowed in these rooms. Any spills and stains must be cleaned up prior to the completion of the event.

- b) Anything taped or hung on the walls must be done by use of materials which will not damage or leave evidence on the paint or walls. No tacks, glue, staples or any thing causing puncture or damage to the paint or walls are to be used.
- c) If the coffee maker is used carafes and grounds shall be emptied and cleaned at the completion of the event. **Do not unplug coffee maker.**
- d) All items and trash should be removed at the completion of the event.
- e) All chairs and items shall be returned to their original positions.

3) Kitchen/Fellowship Area

- a) The kitchen must be cleaned completely after it is used, including utensils, pots and pans, stoves, ovens, counter tops, appliances, tables and floors.
- b) All food and beverages should be removed at the conclusion of the event. Do not leave extra food or beverages in the church refrigerators or freezers.
- c) Church members should take wet and dirty towels and cloths home to be washed, dried and returned. Non-members should furnish their own towels and cloths.
- d) Return all tables and chairs to their original locations or storage racks.
- e) All trash should be removed at the completion of the event.

4) Gym

- a) The gym is to be left clean with all items returned to their original positions or storage areas where they were found. This includes tables and chairs.
- b) At the completion of the event, floors are to be swept and spot mopped if there are any spills. No bleach product shall be used when cleaning floors to protect the floor wax.
- c) Any catering of food in the gym is to be performed by CCC's Circle of Love Women's Group (COL) unless specifically allowed. Menu and fees will be determined by the COL.
- d) Thermostats in the gym are preset and may only be changed by a member of CCC.
- e) All trash must be emptied at the completion of the event.

5) Church Office, Telephone and Computer Use

- a) The use of the Church office or equipment is prohibited without specific authorization from the Church's Pastor or Board of Trustees. This includes computers, internet access and any other electronic equipment.
- b) The copier is restricted to church business unless its use is specifically granted by the pastor or Board of Trustees. If approved, personal copies are at the rate of \$0.10/copy.
- c) Telephone calls should be church related. No long distance calls should be made without authorization.

Fees:

A. A security deposit of \$100 shall to paid prior to the event by all non-member or non-church sponsored groups. Where possible the security deposit should be paid at least two weeks prior to the event.

B. Fees will be charged to cover the costs associated with hosting an event. These include but are not limited to electricity, heating/air conditioning, facility maintenance and insurance.

C. Fees will be assessed based upon an individual’s membership status or relationship with the congregation, the non-profit organization’s purpose and compatibility with the mission of CCC, the standing of the organization in the community and the compatibility of a for-profit organization’s activities and CCC’s mission outreach.

D. If a key is required for event set-up, a \$20 fee will be charged for key access. **No copies of the church key may be made.** The key security fee will be returned upon surrendering the key within 7 days.

E. Overnight event fees will be determined by CCC on a case by case basis depending upon the rooms to be used, the number of attendees, time of year, number of meals, etc.

F. Fee Structure Guidelines (Payment due 2 weeks prior to event)

Church Area	Members	Church Sponsored Organizations	Non-Profit Community Organizations	For-Profit/ Non-Members/One Time Special
Sanctuary	\$0	\$0	\$50	\$100
Classrooms/ Conference Room	\$0	\$0	\$25	\$50
Kitchen/ Fellowship Area	\$0	\$0	\$175*	\$250*
Gym	\$0	\$0	\$75*	\$150*
Grounds	\$0	\$0	\$50	\$100

* Fees may be reduced or waived depending upon CCC’s catering of event and number of attendees.

Event Cancellation:

- A. Two weeks or prior to event. A full refund of any paid deposit or fee.
- B. One week prior to event. Refund of paid fees less a \$20 holding date fee. If the event was a catered event by the Circle of Love (COL), any perishable food items purchased in preparation for the event will be withheld from the paid fees.
- C. Cancellation less than one week. 50% of the paid fees minus a \$20 holding date fee less any food items purchased for catering by the COL will be refunded.
- D. Cancellation due to a Severe Weather Advisory or Sheriff’s Travel Advisory. A full refund of paid fees less any perishable foods purchased for the event which will be unable to be used on any subsequent event date.
- E. EMERGENCY SCHEDULING CONFLICTS. CCC reserves the right to preempt or cancel any event in the case of an emergency. These could be caused by community emergencies, funerals, etc. Notification will be made as soon as possible. There will be a full refund of all paid fees or deposits.

Approved by the Board of Trustees on this _____ day of _____, 2023.

David Loertscher, Trustee Committee Chair

Terri Hayes, Trustee Committee Secretary

Approved by the Church Council on this _____ day of _____, 2023.

Debbie Sisley, Church Council Chair

David Loertscher, Cornerstone Church Chrisney, Inc.