



Policies and Procedures for Church Facilities Use

This document covers the policies and procedures governing the use of church facilities by both church members and non-church members / organizations outside of the Church. It includes:

1. Section I – General Policy
2. Section II - Procedure
3. Section III – Rules and Regulations
4. Section IV – Rental Fee Schedule



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Section I – General Policy

1. Purpose

It is our intention that church facilities for Crosswater Community Church (CCC) be used to worship God, spread the Good News and enjoy Christian fellowship. It is important that the Facilities be managed well. Facilities usage fees are therefore required for non-church activities to cover the costs incurred in the use of the facilities and for the upkeep of the Facilities. Details of church facilities available for use by individual(s) or group(s) meeting the requirements are specified in this document.

2. Church Usage

The Church Facilities Use Policies are applicable to all users of church facilities based upon the category of usage. The six general categories, in descending priorities, are: -

- ❑ church ministries (for church functions)
- ❑ small groups and fellowships (for church functions)
- ❑ CCC members / CCC regular attendees (for church functions)
- ❑ CCC members / CCC regular attendees (for non-CCC functions)
- ❑ non-CCC members /outside organizations (with fees)
- ❑ non-CCC members /outside organizations (without fees)

3. Definitions

3.1 “**Church Facilities**” means any part of the church property of Crosswater Community Church located at 211 Davis Park, Ponte Vedra, FL, i.e. the Worship Center, the Foyer, the Children and Youth Facilities, the Administration area, all rooms within the Facilities, all furniture and equipment belonging to the church, the church grounds and parking area.

3.2 “**Church Functions**” means activities directly related to the official *ministries of CCC*, to be held by church ministry groups / small groups or fellowships / CCC members / CCC regular attendees – the use for these functions is usually on a free basis.

3.3 “**Non-CCC Functions**” means other activities *not directly related to official ministries of CCC*, such as weddings, memorial services, anniversaries, recitals, receptions, educational purposes, Community Events, etc, that are held by individuals or a group of people, who are either CCC members / CCC church attendees or non-CCC congregation

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members / organizations outside of the Church - the users for these functions are normally required to make payment to the Church for the use of church facilities..

3.4 “CCC Regular Attendees” refers to those who have been regularly attending CCC Sunday Services or activities, though they have not yet officially joined the church.

4. Requirements for Use of Facilities

4.1 Under all circumstances, the church facilities must *not* be used for commercial / political / non-Christian religious purposes. All individuals or groups using the Facilities must agree with and adhere to the doctrinal belief and statement of faith of the Church.

- ❑ Use of church facilities must be within 9:30 am to 10:30 pm unless an exception is granted through official channels

4.2 For *church and non-CCC functions*, the Church may require a designated or trained and approved person(s) to be available at the church to assure adherence to the terms of the Facilities use agreement for the entire period of usage, e.g.

- ❑ audio/video control (*possible fee charge*)
- ❑ lighting control (*possible fee charge*)
- ❑ custodian services (e.g. opening and locking doors), etc. (*possible fee charge*)

- It is the policy of the Church to support outreach programs. Upon approval of the Church, the use of church facilities by outside organizations for activities directly related to the church outreach ministry may be charged *at a reduced cost or without fee*.

4.3 It is the policy of the Church to support groups or organizations whose primary purpose is to serve people in need and/or spread the gospel. Upon approval of the Church, the use of church facilities by the following groups of outside organizations will be charged *with rental fee*. They are: -

- Christian churches and organizations
- Christian individuals (e.g. for wedding, memorial service, educational purposes, etc.)
- community / charitable / non-profit organizations.

5. Facilities Use and Priority

5.1. Priority for use of church Facilities will be:

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- ❑ *First* priority: CCC ministries / small groups or fellowships
- ❑ *Second* priority: CCC members / CCC regular attendees (for church functions)
- ❑ *Third* priority: CCC members / CCC regular attendees (for non-CCC functions)
- ❑ *Last* priority: non-CCC congregation members / outside organizations

5.2. Use of the facilities is scheduled on a first-come, first-served basis. In case of scheduling conflict, the priority of use will be in accordance with Section 5.1.

5.3. Scheduled events will usually take priority over non-scheduled events. **However, use of the facilities for church emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations.**

5.4. In all events, requests for long-term or regular usage of church facilities by outside organizations will *not* be considered unless approval has been sought from the Church.

6. Use of Venues

Types of Applications	Types of Venues					
	Worship Center	Cafe/ Foyer/ Kitchen area	Powerhouse Room	Rooms	Nursery	Parking
Church ministries	Y	Y	Y	Y	Y	Y
Small groups and fellowships	Y *	Y *	Y	Y	Y	Y
CCC members / CCC regular attendees (for church functions)	Y *	Y *	Y	Y	Y	Y
CCC members / CCC regular attendees (for non-CCC functions)	Y *	Y *	Y	Y	Y	Y
Non-CCC congregation members / outside organizations	N**	N**	Y	Y	Y	Y

- * subject to approval
- ** Requires an exception to the policy

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7. Rental Fee Schedule

The fees of the church facilities are determined by the Review Group of the Church and are subject to change as needed.

8. Use of Equipment

8.1. Request for the use of equipment is subject to the approval of the church office. Under normal circumstances, the Church will not entertain any last minute request for items that were not made at the time of application.

8.2. All equipment for projection, audio/video system including the sound room must be supervised by technicians of CCC. All such equipment must be run by someone trained by the church and authorized to use the equipment. *In most cases there will be a fee for these services.*

9. Weddings

Please refer to the Wedding Policy.

10. Rights of the Church

CCC reserves the right to execute as follows:-

- to deny the application for the use of church facilities by any individual or group without stating the reasons;
- **to cancel any approved application due to unexpected church needs at any time without liability;**
- to terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the Church;
- to cancel the rental agreement and make a refund without interest in case of cancellation by the church due to bad weather conditions (e.g. storms); and
- to make alterations to the Facilities use policies, procedures, rules and regulations at any time without prior notice.

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Section II – Application Procedure

1. Request for Use of Facilities

All groups, including church groups, wishing to use the Church Facilities should request permission and make arrangements through the Church Office.

The Church Office is responsible for maintaining the booking schedule of church facilities and coordinating the requests for the use of equipment and services such as piano, audio / video technician, custodian, etc. For church functions, they have full authority to permit or deny use of the church facilities according to the Policies / Rules and Regulations of Church Facilities Use.

1.1. Church Functions

1.1.1. Church ministries / small groups or fellowships / CCC members / CCC regular attendees wishing to use church facilities must make reservation with the church office, using a Calendar Request Form, *at least two weeks in advance for regular programs or at least three business days in advance for non-regular programs*. Reservation can be made through telephone, fax, email, voice mail or in person. Applicants are urged to carefully read the Rules and Regulations of Facilities Use at the time of booking in order for them to adhere to the rules.

1.1.2. The applicant must provide the church office with the following information at the time of booking:-

- the name of the designated person responsible for the event
- the name of the group / fellowship using the facilities
- the specific room(s) required
- the specific need for the event, such as equipment
- the nature and function of the event
- the date and the time of the intended use
- the phone number (day and night) and email address of the designated person

1.1.3. For *Worship Center* bookings.

- ❑ All bookings must be made with a *maximum of two weeks* in advance.
- ❑ Small groups / fellowships take priority over individual application with 48 hours notice.

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- No booking is to be made to a group of *less than seventy-five (75)* people.
- There is a restriction on the maximum number of hours for using the Worship Center.
 - Ministries --- no limit, as long as the activities require it.
 - Fellowships --- 3 hours limit. Longer hours have to be approved by the church office.
 - Small groups / individual groups --- 2 hours limit.

1.1.4. For booking the ***Worship Center*** applicants must sign an agreement to indicate their acceptance of the Rules and Regulation of Facilities Use.

1.2. Non-CCC Functions

1.2.1. CCC or non-CCC groups / individuals wishing to use church facilities must complete a *duly signed written* application which is available at the church office. Rules and Regulations of Facilities Use should accompany with the applications. Telephone inquiry on the availability of venues cannot be taken as an application. Application form can be submitted in person, or faxed / emailed to the church office at least ***three months*** for approval prior to the function date; but not later than 3 weeks prior to function date. Upon acceptance of the rental application, a Notification of Approval in duplicate will be mailed to the applicant within three to four weeks.

2. Approval

2.1. The Church Office is responsible for granting approval to the applications in respect of *church functions*.

2.2. For *non-church* functions, applications must first be screened by a member of the Church Office team to ensure that they are complete and consistent with the eligibility criteria of the Facilities Use Policy and the booking schedule. Applications that meet the screening criteria will be forwarded to the Church Office for consideration.

3. Rental Payment

3.1. Within two weeks of the receipt of the Notification of Approval, the applicant should return a signed original with a check of the full rental fee together with a damage deposit of \$200, payable to Crosswater Community Church (CCC), to confirm the booking.

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CCC will accept bookings on the first come first served basis on the rental payments. Post-dated checks will not be accepted.

4. Cancellation

4.1. Church Functions:

4.1.1. Church ministries / small groups or fellowships / CCC members / CCC regular attendees must *immediately* notify the Church Administrator of cancellation prior to the date of use, so that he/she has sufficient time to re-allocate the booking to the other members who are on the waiting list.

4.1.2. If the notification of cancellation is received within 24 hours of the event, the Church may take appropriate action by sending the applicant a reminder with a copy to the sponsoring staff member unless with a reasonable justification.

4.2. Non-CCC Functions:

4.2.1. If cancellation is made by the applicant two months before function date, CCC will make full refund subject to a deduction of an administration fee of \$100. If the cancellation request is made less than two months prior to the function date, CCC will refund 50% of the total payment without a deduction of the administration fee. If the cancellation request is less than two weeks prior to the function date, no refund will be made.

4.2.2. If cancellation is made by the church due to special circumstances deemed necessary by CCC, the full amount of the paid fee will be refunded to the applicant without interest or compensation. Alternatively, the payment may be applied to another booking on a mutually agreed date.

5. Refund

5.1. If no damage, loss or destruction of property was sustained during the use of facilities, the deposit will be returned after the event.

5.2. In the event of damage to the facilities, deposit will be forfeited and additional liability may be incurred by the renter.



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6. Special Conditions

- 6.1. Subject to the availability, additional space or change to a larger venue may be granted upon request after the confirmation of the booking, upon payment of any additional cost. However, changes to a smaller venue will not be discounted.

- 6.2. Use of non-authorized areas will result in an additional charge to the renter. All areas rented and services provided will be used only for the time specified in the application. Use beyond the specified time will result in an additional charge to the renter. Charges will be made on a pro-rata basis.

- 6.3. Applicant should communicate with CCC three weeks in advance to ensure the proper working condition of the facilities and equipments. With a repair request of less than 2 weeks, CCC will not guarantee the completion of repairs or replacements for the function date.



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Section III – Rules and Regulations of Facilities Use

1. General

- 1.1. The program or any publicity materials must be previewed and endorsed in advance (minimum one week's notice) by the Church before distribution.
- 1.2. A blue print of the church decoration details must be submitted in advance (minimum one week's notice) for approval.
- 1.3. All activities must be restricted to the designated time and the room(s) assigned. The facilities must be vacated by the time indicated. This includes any time needed for clean up.
- 1.4. The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form.
- 1.5. Access to church office is not permitted.
- 1.6. Smoking, alcoholic beverages, profanity, violence and excessive noise are strictly prohibited anywhere in the church Facilities.
- 1.7. Drinks, light refreshments are allowed only in the rooms where a "no eating / drinking" sign is not placed.
- 1.8. Thermostats are not to be adjusted in any way.
- 1.9. No roller-skating, roller-blading or skateboarding is allowed inside the facilities.
- 1.10. No pets (except guide dogs) will be allowed in the Church.
- 1.11. Church materials or supplies are not allowed for use unless advance approval has been obtained by the Church office.
- 1.12. Users assume full responsibility for the conduct of all persons present at the event.
- 1.13. The Worship Center staging area is often decorated for sermon series, etc by the church. These items can not be removed or disturbed in any way. Use of the Worship Center is done with the full disclosure that the stage may be decorated according to a theme and can not be changed by the group using the facility.

2. Housekeeping

- 2.1. All areas must be kept clean and tidy. **The user is responsible for the clean up of the facility to the original condition, and returning any removed articles or furniture to the original place.** Users must leave the facilities in a tidy, clean condition after use.
- 2.2. All program materials brought by the user will be removed from the space when the event is over.

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- 2.3. No signs / posters / bulletins / pictures / banners should be hung in any buildings unless permission to do so has been given by the Church at the time Facility was rented.
- 2.4. No outdoor signs or objects should be placed upon the church property without prior approval of the church office.
- 2.5. There must be *no* cooking in the kitchen. When the kitchen is used, users are expected to keep it clean. This includes cleaning, putting away all utensils and removing food items from the refrigerator before leaving.

3. Use of Equipment and Facilities

- 3.1. Access to equipment such as microphones, amplification equipment, projector, television, VCR, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be approved.
- 3.2. The main audio/video system must be operated by authorized CCC technicians only.**
- 3.3. The use of musical instruments and/or the moving of instruments require the permission of the Church. This applies to all Church owned instruments.
- 3.4.** Arrangement will not be made for the set-up of chairs and tables unless custodial service is provided.

4. Music

If music is to be played at the event, only Christian music is allowed unless approved by the Church. In no case will any music be allowed that contains inappropriate lyrics.

5. Children

- 5.1. All children and must be supervised and attended by adult(s) at all times in any part of the Facilities. For the children's safety, children are not allowed to run through the Facilities.

6. Parking

- 6.1. Parking spaces are available on a first-come, first-served basis. These spaces are not reserved unless permission is granted. However, persons are forbidden from parking adjacent to the entrance of the Church. Loading and unloading of vehicles are the only exception.
- 6.2. Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.

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6.3. There is no Church liability when parking on the premises. The group using the facility may secure a security guard with pay to patrol the parking area for security reason when you feel it is warranted. That is at your discretion.

6.4. Under all circumstances, users have the obligation to obey the Church's traffic policy.

7. Wedding

Please refer to the Wedding Policy.

8. Violations

The Church may terminate the rental agreement immediately without liability or payment if the applicant (renter) or designated person fails to comply with the rules and regulations of the Church.

9. Injury / Damage / Loss

9.1. Church Functions

9.1.1. The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user's injury or property damage at any time in any part of the Facilities. In some circumstances a liability waiver may be required.

9.1.2. Users will be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any persons using the church facilities.

9.2. Non-Church Functions

9.2.1. The renter is responsible for the full cost of repair or replacement of property damaged, which is caused by the applicant or designated person or the event participants.

9.2.2. The renter is responsible for indemnifying the church in a maximum amount of \$1,000 against any loss, liability or claim resulting from use of facility by those engaged in the activity of the renter. In most circumstances, a liability waiver must be signed and/or proof of liability insurance required.



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Section IV – Rental Fee Schedule

The fee schedule is only applicable to **non-church functions** and may be adjusted at the discretion of the Church. All VENUE fees are payable to Crosswater Community Church and are due 5 *business* days prior to the event.

For functions sponsored by CCC and involving affiliated or non-affiliated Christian organizations, rental will be free, i.e. certain community events. However, the relevant staff sponsor should send the application form to the Church for approval.

Wedding - Please refer to the Wedding Policy.

Venue Fees :

Venue	Seating Capacity	Rental (per 3-hour period) +		
		CCC Members/Christian Organizations affiliated to CCC	Non-Affiliated Christian Organizations	Non-CCC Members
Worship Center	533 (Room capacity: 803 persons)	\$450	\$600	\$750
Student Worship Center	125 (Room capacity: 279)	\$260	\$330	\$400
Powerhouse Worship Center	(Room capacity: 254)	\$260	\$330	\$400
Powerhouse Room	100 persons	\$210	\$280	\$350
Foyer	150 persons	\$270	\$360	\$450
Cafe	32 persons	\$60	\$80	\$100
Kitchen #	n/a	\$60	\$80	\$100
Single room	Variable	\$21	\$28	\$35

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Personnel Services and Equipment Fees

Church Personnel & Equipment	Fees (per 3-hour period)
Instrumentalist *	\$120
Audio/Video Technician *	\$100
Cleaning Services for Worship Center (including washrooms & kitchen)	\$100
Custodian ** (on a case by case basis)	\$45 Plus \$10 for travelling time
Audio / Video Equipment for Worship Center ++	\$180
Audio / Video Equipment for Powerhouse room ++	\$100
Portable LCD Projector	\$80
Overhead Projector	\$15
TV & VCR/DVD player	\$15
Cassette recorder / CD player	\$15
Hand Wireless / Wire Mic	\$15

There must be no cooking in the kitchen except boiling water and using microwave to heat food.

* All fees are payable for these services through the Church Office.

** Arrangement will be made through the Church Office.

++ including hand wireless mic, wire mic, LCD projector, CD player, cassette recorder, TV & VCR player, DVD player, and sound equipment.

Note: Use beyond the time specified in the application form will result in an additional charge to the renter. ***Charges will be incurred on a half an hour basis.***



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FEE SCHEDULE

The following fees are payable directly to the Crosswater approved professional person providing the following services. You will coordinate facilitation of services and payment for each party through your Crosswater Liaison.

Set up, Clean up & Reset Fees (Cleaning before & after wedding)

Sanctuary \$150.00

Worship Center Foyer/Café \$150.00

Sound & Light Technician \$200.00 (includes Rehearsal)



Calendar, Building and/or Marketing Request Form
For EXTERNAL Church Ministries and Events

Name of Event: _____ Date Submitted: _____
Date of Event: _____ Time of Event: _____
Set up Date: _____ Number of Attendees: _____
Request Building to be unlocked/opened and locked/closed:
Unlock Time: _____ Lock Time: _____

Location Requested:

Worship Center Building :

- WC-102 Worship Center
WC-100 Worship Center Lobby
WC-108 Green Room
WC-101 Worship Center Cafe
WC-106 Kitchen
WC-100 Welcome Center

Administration Building (1st Floor):

- EA-110 Executive Conference Room
Other: _____

Administration Building (2nd Floor – Powerhouse and The Hub):

Powerhouse:

- EA-202 Purple Classroom
EA-203 Blue Classroom
EA-204 Green Classroom,
EA-205 Orange Classroom,
EA-207 Worship Center

The Hub:

- EA-215 Cafe Kitchen
EA-218 Worship Center
Check-in/Foyer

Outside Area:

- Parking Lot (grass)
Parking Lot (paved)
Breezeway Restrooms
Breezeways

Crosswater Academy:

- EA-162 Large Assembly Room
EA-154 Classroom 1
EA-155 Classroom 2
EA-156 Classroom 4,
EA-157 Classroom 5
EA-158 Classroom 7
EA-159 Nursery
EA-160 Toddlers

Off Campus (include location)

A/V & Sound Resources Requested:

- DVD Player
TV,
Smartboard
Sound Equipment (Worship Center),
Audio Visual Tech Required (\$50/hr)
(MUST SCHEDULE AN APPOINTMENT TO DISCUSS WITH KEVIN VAZQUEZ TO BE CONSIDERED)

Facilities:

- Additional Janitorial Service
Additional Trash Service
A/C or Heat
Clean-Up Services (\$100 Fee)
Requesting Someone to be Available to Unlock and Lock Doors at these times (FEE)
Unlock: _____
Lock: _____

Other Resources:

- Foam Coffee Cups # _____
Foam Plates # _____
Foam Bowls # _____
Utensils # _____
Coffee Machine
Serving Trays # _____
Linen Table Cloths # _____
Plastic Table Cloths # _____
Baptismal
Other _____

Special Instructions:

Contact Information:

Name:

Contact Phone number:

Contact Email Address:

Responsible Party for Event (Must be a member of Crosswater Community Church):

Name: _____

Phone Number: _____

MUST HAVE A SIGNED BUILDING USAGE POLICY ATTACHED TO BE APPROVED.

APPROVED BY:

DATE:
