



Policies and Procedures for Church Facilities Use

This document covers the policies and procedures governing the use of Crosswater Community 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

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. Facility usage fees are 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:

- 2.1.CCC ministries (for church functions)
- 2.2.Small groups and fellowships (for church functions)
- 2.3.CCC members / CCC regular attendees (for church functions)
- 2.4.CCC members / CCC regular attendees (for non-CCC functions)
- 2.5.non-CCC members /outside organizations (with fees)

3. Definitions

3.1 **“CCC Facilities”** means any part of the 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 CCC, the church grounds and parking area.

3.2 **“CCC 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 attendees or non-CCC congregation members / organizations outside of the church - the users for these functions are normally required to make payment to CCC 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 CCC by attending Membership Class 101 and making application for membership.

4. Requirements for Use of Facilities

4.1 CCC facilities must *never* be used for commercial, political or 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 CCC Facilities must be within 9:30 am to 10:30 pm unless an exception is granted through the CCC Executive Team.

4.2 For *all functions*, CCC 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:

- audio/video control (*possible fee charge*)
- lighting control (*possible fee charge*)
- operation of air conditioning/heat panel (*possible fee charge*)
- custodian services (e.g. opening and locking doors), etc. (*possible fee charge*)

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

4.3 It is the policy of the CCC to support groups or organizations whose primary purpose is to serve people in need and spread the gospel. Upon approval, the use of CCC 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 or non-profit organizations.

5. Facilities Use and Priority

5.1 Priority for use of CCC Facilities will be:

- First* priority: CCC ministries / small groups or fellowships
- Second* priority: CCC members / CCC regular attendees (for CCC 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 CCC 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 CCC facilities by outside organizations will *not* be considered unless approval has been sought from CCC in advance.

6. Rental Fee Schedule

The fees for CCC facilities are determined by CCC and are subject to change as needed and without notice

7. Use of Equipment

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

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

8. Weddings or Funerals

Please refer to the Wedding or Funeral Policy.

9. Rights of the Church

CCC reserves the right to:

- deny the application for the use of CCC facilities for any reason;
- **cancel or modify any approved application due to unexpected CCC needs at any time without liability;**
- terminate the rental agreement immediately without liability or refund if the applicant fails to comply with the rules and regulations of CCC including during an active event;
- cancel the rental agreement and make a refund without interest in case of cancellation by CCC due to bad weather conditions; and
- make alterations to the facilities use policies, procedures, rules and regulations at any time without prior notice. Every effort will be made to notify you of major changes.

Section II – Application Procedure

1. Request for Use of Facilities

All groups, including CCC groups, wishing to use the CCC facilities must request permission and make arrangements through the church office. The church office is responsible for maintaining the booking schedule of CCC facilities and coordinating the requests for the use of equipment and services such as audio / video technician, custodian, etc. For CCC functions, they have full authority to permit or deny use.

1.1. Church Functions

1.1.1. Church ministries / small groups or fellowships / CCC members / CCC regular attendees wishing to use CCC facilities must make reservations with the church office, using a Calendar Request Form, *at least two to four weeks in advance for regular programs or at least three business days in advance for non-regular programs*. Reservation can be made through telephone, email or in person. The applicant must provide the CCC office with a completed calendar request.

1.2. Non-CCC Functions

1.2.1. Groups or individuals wishing to use CCC facilities must complete an *external calendar request* which is available at the CCC office or on our website. Telephone inquiries on the availability of venues cannot be taken as an application. Application form can be submitted in person, or emailed to CCC office up to *three months* approval prior to the function date; but not later than 3 weeks prior to function date. You will be notified by church staff of approval status.

2. Rental Payment

2.1. 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, or provide the CCC finance office a credit card payment to confirm the booking.

CCC will accept bookings on the first come first served basis.

3. Cancellation

3.1. Church Functions

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

3.2. Non-CCC Functions:

3.2.1. If cancellation is made by the applicant one month 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 one month 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 one week prior to the function date, no refund will be made.

3.2.2. If cancellation is deemed necessary by CCC due to unforeseen circumstances, 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.

4. Refund

4.1. If no damage, loss or destruction of property was sustained during the use of facilities, the deposit will be returned after the event as determine solely by CCC Executive Team.

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

5. Special Conditions

5.1. 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.

5.2. 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.

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

Section III – Rules and Regulations of Facilities Use

1. The program or any publicity materials must be approved in advance (minimum one week's notice) by CCC before distribution.
2. Any decoration details, room setup or signage must be submitted in advance (minimum oneweek's notice) for approval.
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.
4. The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form.
5. Access to CCC office is not permitted.
6. Smoking, alcoholic beverages, profanity, violence, excessive noise, and illegal activity are strictly prohibited anywhere on the CCC campus.
7. Thermostats are not to be adjusted in any way. The CCC representative on site can make adjustments upon request.
8. No roller-skating, rollerblading, skateboarding, hoverboarding nor one wheeling is allowed inside the facilities.
9. No pets (except guide dogs or service dogs) will be allowed in CCC facilities.
10. CCC materials or supplies are not allowed for use unless advance approval has been obtained by the CCC office.
11. Renter assumes full responsibility for the conduct of all persons present at the event.
12. CCC is often decorated for sermon series, holidays or special events by CCC. These items cannot be removed or disturbed in any way. Use of the facilities is done with the full disclosure that rooms may be decorated according to a theme and cannot be modified or removed by the group using the facility.
13. All areas must be kept clean and tidy. **The user is responsible for the clean up and restoration of the facility to it's 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. They must also take out the trash.
14. All program materials brought by the user will be removed from the space when the event is over. Anything left will be disposed of.
15. When the kitchen is used, users are expected to keep it clean (see Kitchen Rules). This includes cleaning, putting away all utensils and removing all food items from the refrigerator before leaving. Anything left will be disposed of.
16. In no case will any music be allowed that contains inappropriate lyrics and should be approved by CCC in advance.
17. All children 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.
18. Under all circumstances, users have the obligation to obey all traffic laws.
19. The Church may terminate the rental agreement immediately without liability or refund if the

renter fails to comply with the rules and regulations of CCC.

20. CCC assumes no responsibility for lost, stolen or destroyed items, nor will CCC be liable for any user's injury or property damage at any time in any part of the facilities. Renters will be held fully responsible for any injury, damage or loss of CCC property caused by any persons using CCC facilities. The renter is responsible for the full cost of repair or replacement of property damaged, which is caused by or the event participants.

Section IV – Rental Fee Schedule

The fee schedule is only applicable to **non-CCC functions** and may be adjusted at the discretion of the CCC Executive Team. 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 CCC for approval.

Wedding/Funeral - Please refer to the Wedding or Funeral 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
Adult Worship Center	1200 (Room capacity:) persons	\$TBD	\$TBD	\$TBD
High School Worship Center	533 (Room capacity: 803 persons	\$450	\$600	\$750
The Hub Worship Center & Lobby	125 (Room capacity: 279)	\$260	\$330	\$400
Kids Worship Center	(Room capacity: 254)	\$260	\$330	\$400
Kids Rooms	100 persons (total for 4 rooms)	\$210	\$280	\$350
Foyer	150 persons	\$270	\$360	\$450
Cafe	32 persons	\$60	\$80	\$100
Kitchen	n/a	\$100	\$150	\$200
Single room	Variable	\$21	\$28	\$35

Personnel Services and Equipment Fees

CCC Personnel & Equipment	Fees (per 3-hour period)
Instrumentalist *	\$120
Audio/Video Technician * CCC Certified only	\$100
Cleaning Services for Worship Center (including washrooms & kitchen)	\$100

Custodian ** (on a case by case basis)	\$45
Audio / Video Equipment for Worship Center ++	\$180
Audio / Video Equipment for Powerhouse room ++	\$100
Portable LCD Projector	\$80
TV & DVD player	\$15
CD player	\$15
Hand Wireless / Wire Mic	\$15

* All fees are payable for these services through the CCC office.

** Arrangement will be made through the CCC office.

++ including hand wireless mic, wire mic, LCD projector, CD player, 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 pro-rated.***

FEE SCHEDULE

The following fees are payable directly to CCC. All money is paid to CCC who will distribute to appropriate persons providing the following services. You will coordinate facilitation of services and through your Crosswater Liaison.

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

Sanctuary \$150.00

Lobby/Café \$150.00

Sound & Light Technician \$200.00 (includes Rehearsal)

By signing below, I acknowledge that I have read & agree with the Crosswater Policies and Procedures for Church Facilities Use and Fee Schedule as presented and will abide by all stipulations set forth.

Renter _____

Date _____