



## Facility Use Policy

Policies and Guidelines Governing the Use of Facilities

### **Our Vision:**

To be a people transformed by the gospel, living daily on mission, and sending laborers to the nations.

Our Vision will guide the decision-making process for any consideration of special uses of the building and grounds of Crosspoint Church. Therefore, all functions and usage of the facilities will be compatible with the church's values and practices. If in doubt, please contact the church staff, who will determine the appropriateness of the request.

### **Priority for use of facilities and equipment is given in the following order:**

1. Regularly scheduled services and meetings of Crosspoint Church
2. Crosspoint Church-sponsored groups and ministries
3. Activities and meetings of members of Crosspoint Church
4. Evangelical parachurch ministries
5. Community non-profit organizations and service groups
6. Other groups, organizations and individuals

### **Administrative Guidelines:**

- Before scheduling an event requiring the use of Crosspoint's facilities, a facility use request form must be filled out and given to the Administrative Assistant or the Director of Operations. All requests can then be coordinated and tentatively put on the church calendar.
- All fees must be paid in full through the church office at least seven days prior to the event. All checks need to be made payable to Crosspoint Church with your first and last name in the memo line.
- When two or more requests are submitted for the same date and time, Crosspoint Church ministries will have priority. When two Crosspoint Church ministries request the same date, time, and facility, the first-come, first-served rule will apply. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activities.
- The ministry and programs of Crosspoint Church take precedence in all building use. Therefore, Crosspoint Church reserves the right to relocate or cancel any previous reservation should a scheduling conflict arise involving a Crosspoint Church ministry.
- All multi-use agreements expire automatically at the end of each semester (December 31 and May 31). Use after expiration will require a new agreement.
- If you need to cancel your event, please give a courtesy call to the office and free the room for others that could be waiting. We will refund the fee and cancel the custodians if cancelled more than one week prior to your event.
- If this general policy does not provide the specific guidelines needed, the church staff shall make a decision in each individual case.

## **General Policies:**

### **AUDITORIUM SOUND SYSTEM**

The Auditorium sound system is available upon request. The system may ONLY be operated by the Crosspoint Church trained sound technicians at a cost of \$50 per event, up to 2 hours, then \$25 for each additional hour.

### **BREAKAGE**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the form for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment that has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. If the room you are using is in need of repair please contact Jenni Cohenour at [jcohenour@crosspointclemsontn.org](mailto:jcohenour@crosspointclemsontn.org) or call the church office at 653-3045.

### **SET UP /CLEAN UP**

The church does require a refundable cleaning deposit. The deposit will be determined by the number of people attending the event and will only be refunded if the cleaning checklist has been completed and if the room has passed inspection. Please note that you will be required to do your own set up for the event. Crosspoint will provide the tables and chairs needed in the room(s) requested. At the end of the event, return the tables and/or chairs to the original set up. A checklist will be provided for cleaning purposes and will need to be filled out and placed in the Crosspoint folder located on the inside of the door.

### **CHURCH EQUIPMENT**

Church equipment is not to be loaned outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the Crosspoint Church Administrative Assistant. Moving the chairs in the auditorium is not permitted.

### **DECORATIONS**

Please do not use tacks, nails, tape, wires, or staples to hang signs or decorations on walls. Decorations may be attached to the walls and doors with tacky putty only. All such decorations must be removed immediately and completely following the event. Rooms are to be left in the original set-up unless otherwise instructed.

### **EMERGENCY SCHEDULING CONFLICTS**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

### **FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the church staff shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

### **FOOD AND DRINK**

All food and drink requires approval in advance. The sponsoring group will be responsible for supplying all supplies, refreshments, snacks, etc.

### **KEYS AND CLOSURE**

1. To secure the building and prevent misuse, the key deposit is necessary for controlling the number of keys given out. Everyone receiving a key must pay a \$20 key deposit. Key(s) must be picked up and returned during normal business hours (Monday-Thursday 9 am-5 pm).
2. The key is to be returned within one business day after the approved date(s) of use. If a key is not returned within 5 business days after the approved date(s) of use, the key deposit will not be returned.
3. Requests for keys to Crosspoint Church must be approved by the church Administrative Assistant.
4. The person responsible for an activity (or a designated key holder) will unlock Crosspoint Church for a scheduled event and immediately following the event shut off all lights, take out the trash, and lock and check all outside doors to ensure the building is secure.

## **KITCHEN USE**

Use of the kitchen and its equipment must be arranged through the Crosspoint Church Administrative Assistant. There is a separate Kitchen form and policy in order to use the kitchen.

## **INSURANCE**

All individuals or organizations using Crosspoint Church facilities must have necessary insurance.

## **MONETARY GAIN**

Church facilities shall not be used for activities whose primary purpose is the sale of products. The sale of books, tapes, etc. by guest speakers may be allowed with prior approval.

## **MUSICAL INSTRUMENTS**

The musical instruments and equipment in the Auditorium and other locations in the building are under the care and supervision of the worship team and may not be used and/or moved without permission from the Administrative Assistant.

## **NURSERY USE**

The nursery rooms may be available by arrangement at least two weeks prior to the event. For more information, contact the Administrative Assistant. Our safety standards are in accordance with Crosspoint Church Nursery Policy.

## **PARKING**

Parking on the church property is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for handicapped individuals. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

## **PAYMENT**

Please make checks payable to Crosspoint Church. All payments must be received one week (7 days) prior to the event.

## **PETS**

No Pets, excluding service animals, are allowed inside the building.

## **SECURITY**

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

For any event hosting 100 or more attendees, we will require hired services of an extra duty Sherriff deputy at user's expense. (\$30/hr.) A \$100 refundable security deposit will also be required. All exterior doors should be locked while utilizing space.

## **SMOKING POLCY**

All individuals and members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

## **STORAGE**

There is no excess storage available for organizations other than church groups. All organizations using the facility will be responsible for storing props and accessories offsite unless otherwise approved by the church staff.

## **SUPERVISION OF CHILDREN AND YOUTH**

Children are not to be left unattended anywhere on the church property at any time.

## **TRASH**

All individuals and/or groups using our facilities are expected to remove all trash from rooms used after their scheduled event including restrooms and kitchen (if used). The dumpsters are located behind the building.

## POTENTIAL FEES

Below is a breakdown of all potential fees that may be required of any individuals and/or groups requesting to use our facilities:

- **Usage Fee:** This will be calculated by the Administrative Assistant upon completion of the facility use request form.
- **Cleaning Deposit:** This will be determined by the number of people attending the event and will be refunded upon completion of the cleaning checklist and if the room(s) have passed inspection.
- **Key Deposit:** Any individuals and/or groups that require the use of a key will be charged a \$20 refundable key deposit.
- **Large Groups:** Any event hosting 100 or more attendees will be charge a \$100 refundable security deposit. They will also be required to pay for the hired services of an extra duty Sheriff deputy at \$30/hr.
- **Damages:** All individuals and/or groups will be responsible for any damages that accrue to Crosspoint property during the use of our facility.

***Crosspoint charges fees to cover the cost of ministering to the community by making our facility available, not to generate a profit.***