



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 get in touch with 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. Crosspoint Church- partnered evangelical parachurch ministries
4. Activities and meetings of members of Crosspoint Church
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. 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 must be payable to Crosspoint Church with your event and invoice number in the memo line.
- When two or more requests are submitted for the exact 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 with non-Crosspoint groups will 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 to free the room for others that could be waiting. Crosspoint Church will refund the fee(s) if cancelled more than one week prior to your event.
- If this general policy does not provide specific guidelines, the church operations team shall decide each case.

General Policies:

SOUND EQUIPMENT

The sound equipment may be available upon request.

- A) Crosspoint has a compact sound system available for use on site for a fee of \$50. This system includes a microphone, speaker, and mic stand. No technician is required for use.
- B) The Auditorium and 180 sound systems may ONLY be operated by a Crosspoint Church trained sound technician. There will be a base fee of \$100 per tech that will cover: 1-hour teardown/setup/pre-production for event, 2-hours base pay for event, 1-hour teardown/setup/post-production for Sunday worship. There is an additional fee (per tech) of \$25 per hour over the 2-hour event base fee and/or an additional \$25 per hour over the 1-hour teardown/setup/pre- and post-production bases. The number of techs and the time required for teardown/setup/pre-production will be determined by Crosspoint Church based upon the technical needs of your event.

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use 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 have been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. Please notify Nate Farrar if you observe anything needing repair upon arrival to ensure you are not liable for potential damages. If the room or items in the room require repair, please contact Nate Farrar at nfarrar@crosspointclemon.org or call the church office at 864-653-3045.

CHURCH EQUIPMENT

Church equipment is not to be loaned outside the church facility and grounds.

CLEAN UP/SET UP

The church does require a cleaning/set up fee. The fee will be determined by the number of people attending the event. Please note that you will be required to set up for the event. Crosspoint will provide the tables and chairs needed in the room(s) requested. Moving the chairs in the auditorium is not permitted.

At the end of the event, return the tables and/or chairs to the original setup and clean off tables. There are posters with pictures in each room on how the room is to be set back up. Cleaner and rags are available in each room.

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

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 setup unless otherwise instructed. A fee of up to \$50 will be charged if there are damages.

EMERGENCY-SCHEDULING CONFLICTS

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

FOOD AND DRINK

All food and drink require approval in advance. The sponsoring group will be responsible for providing 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 in the form of cash or check. Please schedule an appointment with the Administrative Assistant to pick up the key(s) and, if needed, review the Virtual Keypad app for the security system. Key(s) must be picked up and returned during regular business hours (Monday-Thursday, 9 AM-5 PM).
2. The key is to be returned within five business days after the approved date(s) of use. If a key is not returned within five business days after the approved date(s) of use, the key deposit will not be returned.
3. The person responsible for an activity (or a designated key holder) will unlock and disarm Crosspoint Church for a scheduled event, and immediately following the event. They will shut off all lights, take out the trash, lock and check all outside doors, arm doors, and reset the alarm 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 fee, key, key deposit, and policy to use the kitchen.

INSURANCE

All organizations using Crosspoint Church facilities must have the necessary liability insurance. Certificates of Insurance (COI) must be submitted at least a week in advance.

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 unless otherwise noted by 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. All parties must honor the rule of three when involving minors. Our safety standards are in accordance with the 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 reserved explicitly 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.

PROHIBITED BEHAVIOR

Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church property. Any person exhibiting such behavior will be required to leave the property.

RESTROOMS/CHANGING AREAS

Sex-specific changing areas, restrooms, and showers are to be used by members of the designated biological sex only.

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. The church property is equipped with close-circuit cameras, but they are not surveilled in real-time. Our capturing and storing footage is up to a month.

For any event hosting 100 or more attendees, we will require hired services of an extra-duty Sheriff deputy, if available, at the user's expense. Crosspoint Church will arrange this service. (\$100 minimum; 4 hours and over: \$40/hr.) All exterior doors should be locked while utilizing space.

SMOKING / VAPING

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, restrooms, and basketball courts. Violation of this rule is sufficient grounds for a staff member to immediately withdraw any group's use of the facilities and/or to deny usage in the future.

STORAGE

There is no excess storage available for organizations other than Crosspoint Church groups.

SUPERVISION OF CHILDREN AND YOUTH (Minors under the age of 18)

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

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 within 5 days of completion of the facility use request form.
- **Key Deposit:** Any individuals and/or groups requiring a key will be charged a \$20 refundable key deposit. Please use cash or check for this deposit.
- **Large Groups:** They will be required to pay for the hired services of an extra-duty Sheriff deputy at a minimum of \$100. Please see Security section above for more details.
- **Damages:** All individuals and/or groups will be responsible for any damages that accrue to Crosspoint property during the use of our facility.
- **Sound Equipment:**
 - A compact sound system available for use on site for a fee of \$50.
 - A sound technician will be required to operate the sounds systems in the Auditorium and room 180. There will be a base fee of \$100 per tech. There is an additional fee (per tech) of \$25 per hour over the 2-hour event base fee and/or an additional \$25 per hour over the 1-hour teardown/setup/pre-and post-production bases. Please see Sound Equipment section above for more details.
- **Kitchen:** There is a \$20 fee for the use of the kitchen and its equipment and a \$20 refundable key deposit.

FINAL DECISIONS

In case of doubt or uncertainty about the application or interpretation of these regulations, the operations team shall decide the matter, and all individuals and groups shall abide by their directions or forfeit the use of any part of the facility immediately.

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

