

Cornerstone Bible Church

Facility General Use Requirements

The Cornerstone Bible Church facility is a visible extension of the CBC church body and a ministry asset requiring oversight and stewardship. In addition to the corporate meeting times, the CBC facility is often requested for use by church members, attendees, and community groups for various ministries and functions. To facilitate proper use of the facility, the following Facility General Use Policy has been established to guide decision making and scheduling of such requests. For weddings, refer to the Wedding Inquiries package distributed by the church office.

Reservation Process

1. With the exception of corporate meeting times (Sunday mornings, Sunday evenings, Wednesday Warriors, Kid's Choir, Youth Group, Family Meetings), all requests for facility use should be made through the church office. Centralizing requests through the Administrative Staff insures proper coordination as well as availability of time and space needed.
2. Facility-use reservations will be considered on a first-come, first-served basis; however, preference will first be given to CBC members.
3. Administrative Assistants will ask that requesters complete an Application Request for Facility General Use. This form can be forwarded to the Deacons for approval. Deacons will strive to review and decide on the request within 10 days of submission.
4. Room assignments can be requested, but shifting may be needed based on demand.
5. Sundays may not be requested for outside activities.

Use Requirements

- If needed, the Deacon-of-the-Month will be responsible for arranging the unlocking and locking of the facility.
- All Saturday activities must conclude by 6:30pm in order to allow time to prepare for Sunday services.
- No smoking in the building is permitted.
- No alcoholic beverages are permitted on the entire property at any time.
- When approved, church equipment may be used; however, set up and tear down are the responsibility of the applicant. Additional fees may apply.
- Clean up of the facility, back to its original state, is the responsibility of the applicant.
- Use of audio and video equipment is prohibited unless requested and approved on the Application Request Form. Church sound technicians will need to be employed for this function.

- If the kitchen area is used, the applicant must furnish all items. The kitchen must be cleaned following its use and returned to the condition prior to use.
- Food and beverages are not allowed in the Sanctuary. Colored drinks that can permanently stain the carpet (red, purple, etc.) are not allowed throughout the building.
- Damaged, lost, or stolen church property will be deemed the responsibility of the applicant and will be billed at the replacement cost. Any damaged items should be reported to the church office as soon as possible. All personal items should be removed from the building following the facility use.

Cornerstone Bible Church does not assume responsibility for lost or damaged personal items. A minimum fee of \$50 for use of the CBC facility is required to accommodate utility usage and/or cleaning requirements. This minimum fee allows for up to 3 hours of usage. Any portion of an hour after that will be charged an additional \$35 per hour. Larger events and food items may require a higher initial fee, at the discretion of the Deacon Board. A deposit fee of at least \$150 will be required and will be refunded following the event in as timely a manner as possible if met with an approved inspection.

Types of requests that will not be approved (not an exhaustive list)

1. Certain political forums or debates.
2. Any non-CBC related requests for use throughout the night.
3. Borrowing of church equipment (tables, sound equipment, etc.) leaving the church grounds.