

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.

Purpose Statement

The church's facilities were provided through God's benevolence and by the sacrificial giving of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness of our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the churches constitution and bylaws and Statement of Faith documents (all posted on Church Website), nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The elders of Cornerstone Bible Church are the final decision makers concerning use of church facilities.

This restricted facility use policy is necessary for two very important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's belief would be material cooperation with that activity, and would be in grave violation of the church's faith and religious practice (2 Corinthians 6:14, 1 Thessalonians 5:22).

Second, it is very important that the church represent a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups of persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facility, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Colossians 3:17).

Approved Users and Priority of Use

The elders of Cornerstone Bible Church must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.

3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

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. Facility use requests should be made to the Cornerstone Administrative Assistant by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use. Events will not be scheduled with less than 2 weeks' notice.
4. Room assignments can be requested, but shifting may be needed based on demand.
5. Sundays may not be requested for outside activities. Outside activities are defined as any non-member sponsored event.

Use Requirements

- If needed, the Deacon-on-call for the month will be responsible for arranging for 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. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
- Groups are restricted to only those areas of the facility that the group has reserved.
- When approved, church equipment may be used, however, set up and tear down are the responsibility of the applicant. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event. 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. Additional fees apply.
- 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.

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.
4. Requests that conflict with the church's faith or moral teachings.

Fees

A minimum fee of \$50 for use of the CBC facility is required to accommodate utility usage and/or cleaning requirements. This minimum fee ensures up to a total of 3 concurrent hours of usage. Longer usage needs and/or size and details of the needs of the usage can incur larger fees (i.e. food usage, multiple room needs, etc.) A deposit fee of \$150 will be required in order to hold a date on the calendar and will be refunded following the event in as timely a manner as possible if met with an approved inspection. The deposit fee should be turned in at the same time this application is turned in. Events canceled within one week can still be charged the minimum fee.

Insurance

For all non-church-sponsored events (personally sponsored events that are not an open invitation to the church body), the group or person using the facilities must obtain liability insurance coverage and produce a Certificate of Insurance in the amount of at least \$300,000. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$150 , a certificate of insurance for at least \$300,000 of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the elders' approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name _____

Date _____

*We are grateful to **The Alliance Defending Freedom, inc.** for their help with this document. This policy is taken directly from their "*Legal guide for Churches, Christian Schools, and Christian Ministries handbook*" and adapted for the purposes of Cornerstone Bible Church, Westfield, Indiana.

Cornerstone Bible Church

Facility Reservation Request and Agreement—Please complete all pages.

Today's Date: _____ Contact Person: _____

Contact Email: _____ Contact phone: _____

Type of Event: _____

Date of Event: _____ Event Time: _____

Arrival/Departure times needed for set/up and tear/down if different from above: _____

Rooms Needed: Basement Classroom Sanctuary Foyer Kitchen Other _____
(check all that apply)

Number of people expected: _____ Nursery Needed? Yes No Staffed by _____

Equipment Requested:

Tables (how many): round _____ rectangle _____ Chairs (how many) _____

Sound System Screens TV/VCR Podium Microphone(s) How Many? _____

Other _____

Explanation of purpose for which you intend to use the facilities and set up requested:

Kitchen use information (What is the extent of use, i.e. meal or light refreshments, and cleanup/contact info?):

Will products be bought, sold, or ordered during this use? If so, please describe.

Is the proposed group or meeting a member, a part of, or affiliated with a larger group or organization? If so, what one(s) and briefly state the organization's purpose and mission and website if available:

I have read the *Facilities for General Use Policy* and agree to abide by the requirements set forth therein.

Signed _____

This Application Request is subject to the approval process of Cornerstone Bible Church and is not intended to, and does not create a legally binding commitment or obligation on the part of the Church. It is understood that no party shall be legally bound to the other by reason of this Application, nor shall rights, liabilities, or obligations arise as a result of submission of this Application.

Minimum Fee is \$50 and ensures up to 3 concurrent total hours of use. Any part of an hour beyond that time is subject to a \$35/hour additional fee. A Deposit of \$150 is required to hold your date on the calendar and is refunded within 10 business days following your event if there are no noted damages.