



Building Use

Effective Date: 2013

SECTION 1: GENERAL USE POLICIES

A. General Use Guidelines & Booking:

- 1) All individuals/groups wishing to use the church building will arrange for appropriate time and space by contacting the church office.
- 2) Cornerstone Community Church reserves the right to refuse use/rental to outside events and group. In addition all requests are subject to the approval of the Deacon board. All requests are discussed at the First Wednesday Ministry meeting at the first of every month. Requests that are made after the first Wednesday will be forwarded to the committee for review but can not be guaranteed until the committee is convened.
- 3) Ministry needs of the church (i.e. funerals) may preempt previous bookings. Efforts will be made to try and accommodate the group's needs. Renters/Users requesting ongoing recurring nature (once or more per month) will be reviewed on case-by-case basis. The longest commitment granted is for 6 months.
- 4) User Groups who are approved are required to sign a Rental /Use of Building Facilities Agreement that will clearly outline dates, times, and facility needs (number 6).
- 5) The base Rental fee must be paid 5 days in advance of the event/use. As situations warrant, special fees will be charged for use of sound services, janitorial services, and wedding ceremonies.
- 6) Room needs, furniture set up, and other special needs, such as tables, chairs, wheelchair access, sound system, etc. need to be outlined on the Rental/Use of Building Facilities Agreement.
- 7) Any equipment utilized is NOT to leave the church premises.
- 8) Cornerstone Community Church is a non-smoking, and an alcohol-free facility. Please ask if you have questions about these and any other policies.

- 9) Cornerstone Community Church regular attenders (minimum 6 months attendance) may use the building free of charge.
- 10) There is no established fee for the use of the church building for funerals, where the deceased maintained membership at Cornerstone Community Church; or the deceased's immediate family is/are current members or regular attenders (6 months min).
- 11) A Damage Deposit is payable 5 days in advance of the event, as covered by the Rental/Use of Building Facilities Agreement.
- 12) Non-Cornerstone Community Church groups shall be subject to the then current fee schedule. Rental fees cover a three (3) hour period for use. Events and activities requiring more time may be subject to additional hourly charges. As situations warrant, special/additional fees will be applied for janitorial and security services.
- 13) Special Situation requests (all not covered herein) must receive approval of the Cornerstone Community Church elder board, or its delegated authority.
- 14) Building Use is not permitted for any individual or group that gathers for the purpose of marketing a product or service for sale for profit.