

Cornerstone Community Church Property Use Request Form

Fee Schedule		
	MEMBER	NON-MEMBER
Use of Facilities (incl. custodian)		
A. Sanctuary(incl. audio)	\$ 200.00	\$ 600.00
B. West wing large room	\$ 50.00	\$ 250.00
C. Foyer area & kitchen	\$50.00	\$250.00
Security Deposit for all events ¹		
Minimum ²	\$100.00	\$100.00

Fees for recurring use will be figured on a case by case basis.

Fees must be paid in full a week prior to event day.

Guest/Member Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: (____) _____ E-mail Address: _____

Date of Event: ____/____/____ Event Purpose: _____
mm/dd/yyyy

Sponsored By: _____

Event Time: _____ to _____

Time the building needs to be open for set up: _____ Time you will be out of the building: _____

Rooms to be used: _____

Food to be served? YES NO If so, where? _____

Equipment needed: _____

Indicate on the back of this form what tables and chairs will be needed.

¹Security Deposit must be paid prior to event by a check separate from fees. Security Deposit will not be returned under the following circumstances: exceeding scheduled time for event, exceeding permitted capacity in a given area, any damage to property (internal or external, structural, fixtures, carpet etc. this includes wax on carpet), any loss/theft, excessive mess resulting in need for out-of-the-ordinary cleaning.

²Deposit will be higher for groups exceeding 100 people.

Disclaimer and Signature

I have read the Property Use Policy and agree to abide by the policy.

Signature: _____ Date: _____

Room Set Up

Room #: _____

Day of the week: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Occupied by: PRE-SCHOOLERS ELEMENTARY CHILDREN TEENS ADULTS

Audio/visual needs: PROJECTOR SOUND MICROPHONES OTHER _____

Tables needed: _____ Rectangular (30" x 6') Available: 2

_____ Rectangular (30" x 8') Available: 5

_____ Round (60") Available: 10

Chairs needed: _____ Sanctuary Available: 300

_____ Classrooms Available: TBD

If we do not have enough tables and chairs available, it will be your responsibility to rent what is needed, but cannot exceed the room's capacity.

Please draw a diagram of the desired set up below (indicate walls, doors, white boards, placement of tables/chairs).

Church Use Only

Application reviewed / approved by: _____ Date: _____

Deposit amount received: _____ Date: _____

Comments: _____

PROPERTY USE POLICY

As with any organization, it is necessary to have rules to simplify use of the facility. No activity on the church property may conflict with the church constitution, local, state, or federal laws. Please be sensitive to the fact that the facilities are used as a place of gathering, worship and caring by our church family. Any activity that is in direct conflict with either the Church Constitution or the policies/procedures described in this document is prohibited.

General

1. Alcoholic beverages and illegal substances are prohibited anywhere on the property. Tobacco use is prohibited in the church facility or within 50 ft. of church facility. No one under the influence of alcohol or illegal substances will be allowed to participate in programs or events.
2. Abusive language and inappropriate behavior is prohibited in the church facility and on church property. It is the responsibility of the primary contact to see that all persons participating in the event are informed concerning these matters.
3. Those using church facilities must confine themselves to the equipment agreed to under contract. Tables, chairs and equipment are not to be removed from the church facility or moved from other rooms and/or areas of the church without expressed permission from the Property Manager.
4. The Guest/Member using the facilities is responsible for restricting the group to the approved area(s) of the facility.
5. The church assumes no liability for any personal property brought into the church or on the premises. Every possible effort will be made to protect personal items. However, the church will not be responsible for items lost, stolen or damaged. It is imperative that money, jewelry and other valuables not be left unattended.
6. No storage space will be provided for outside groups without prior approval and subject to availability. All property must be brought in and removed the day of the event. Any property left on the premises by those using the facilities will, after a period of thirty (30) days from the last usage, be deemed abandoned and will become the property of the church.
7. Members of the church staff are not permitted to sign for any outside event and/or related deliveries without prior arrangements by the Property Manager.
8. The church reserves the right to remove, from the premises, any person(s) failing to abide by the church rules/policies. The conduct of all persons attending programs at the church is expected to be respectful of the environment of the Lord's house.
9. When children (under age 18) are in attendance they must at all times be under the control of their parents or adults in charge of the activity and are not permitted to roam freely in the halls or other areas on the church property. All activities involving children must be carefully monitored and supervised by an appropriate number of responsible adults.
10. Be aware that your group may not be the only group in our facility. Stay in the area that has been designated for your use. If you must move through the facility, be mindful of others using the facilities. Enter the facility at your designated entrance. If sharing the facility, respect others by entering quietly.
11. In rooms equipped with movable walls, these walls may only be moved by the Property Manager or authorized church representative.
12. Animals will not be brought into any part of the church facility. (Exceptions may be made for church sponsored ministries such as church plays or for service dogs aiding the visually impaired). Dogs are allowed on property; owners must clean-up after them.
13. No sales of raffle tickets or other forms of gambling are permitted in or on the church property. Collection of money or admissions is permitted only as approved by the church.
14. The transfer or passing on assignment of permission to use church facilities to those other than to which the contract was made is strictly prohibited.
15. Food and drink are generally prohibited in the Sanctuary. (Exceptions to this policy include bread and juice for Communion, church banquets and other activities approved by the church).
16. All functions must end and the facility/grounds be vacated by the designated agreed upon time.
17. Visits to the church, in advance of the event, must be coordinated through the Property Manager.
18. Use of the church office phones, copier, fax, computers, digital camera and other related equipment is not allowed without the consent of the Property Manager.
19. The Guest/Member is responsible for any damage to the facility during its use and for extra cleaning required as a result of its use. The church, in its sole discretion, may use the deposit money to defray any damage costs. If the cost of repair exceeds the deposit collected, then the Guest/Member must pay the remaining balance of those costs.

Parking/Grounds

1. Parking for individuals/organizations using the facilities is provided adjacent to the facility. No vehicles are permitted on the lawn and all marked parking spots are to be adhered to at all times. The service lane surrounding the building and carport areas will be kept clear for emergency vehicles at all times.

2. The parking lot and/or grounds will be left free of trash/debris, decorations and/or equipment. All trash must be placed in the dumpster. Any trash that does not fit in the dumpster must be removed from the property immediately.

Safety/Security

1. The Guest/Member renting the facilities is responsible and assumes liability for any personal injuries, personal property or damage to the facility and/or equipment. When damage/vandalism or accidents requiring clean up occur, promptly report the damage to the Property Manager and/or church office. Replacement or repair will be at the discretion of the church and will meet the requirements of the church.
2. No flammable liquids, fire-producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form may be used on the church property (including candles and heating elements for food) without the written approval of the Property Manager. Fireworks, firearms not permitted on the church property.
3. The Property Manager must approve any unusual activities involving the facility/grounds. Such activities may include, but are not limited to, use of fog machine, glitter and use of water other than for drinking.
4. No paints, tapes or glues may be used on the property without the approval of the Property Manager. No structural or non-structural work may be done on the facility without prior approval of the Property Manager.
5. Do not hang anything from the ceiling as this is a fire code violation. No nails, thumbtacks, screws or tape may be used to fasten decorations, posters or other items to walls, furniture or equipment. Any decorations, posters, signs, banners, flags, streamers, etc, that you wish to hang on walls, posts, beams, etc., within or outside the church must be pre-approved by the Property Manager and must be attached with approved adhesives.
6. The doors are secured by a security system. Do not use anything to hold doors open. The Property Manager must be notified of any need to keep entry doors open during non-scheduled times.
7. All stage scenery or props must be free standing. No nails, screws or stage hooks may be used without prior approval.
8. The Guest/Member is responsible for encouraging law and order during their event or obtaining, at their expense, the aid of local law enforcement. All false alarm fee resulting from emergency responses, setting off smoke detectors and other fire/smoke related occurrences are the responsibility of the Guest/Member. First aid kits are located in the church office and other designated locations throughout the building. A map of the building with first aid stations and fire exit routes may be obtained at the church office.
9. If electrical outlets in nursery are used, replace the safety covers after unplugging devices.

AUDIO/VISUAL

1. The Sound Team will coordinate all audio/visual needs. Use of sound equipment is restricted to trained personnel approved by the church. The use of church audio-video equipment must be approved by the Property Manager, reserved prior to the event, and is subject to availability. You may be required to pay extra for additional personnel.

Communications

1. Any advertising, publicity, posters, or other printed material using the name of the church must be approved by the Deacon Team before printing. Promotional materials, advertising materials, and decorations must have the approval of the church prior to posting/disseminating.
2. Any advertising for external events must include a disclaimer that the program is not endorsed or sponsored by the church (this disclaimer is not necessary for wedding materials). The church reserves the right to edit the disclaimer before publication and a copy is to remain in the office.
3. Any bills, posters, or other printed materials for external events must include the name, telephone number, and e-mail address of a contact person from the Guest. Apart from the date and time of event, the church staff will not be responsible for communicating the details of any scheduled event.

Sanctuary Use

1. The church provides the sanctuary for its congregation for worship and fellowship. It may also be used for recreation, fellowship dinners, plays and various other church events.
2. Athletic activities may only occur in the Sanctuary or outside the facility. An appropriate number of adults (minimum of 2) must supervise all children/youth events. This space is for friendly play and not intended for league play or other refereed type events.
3. Operation of motorized recreational vehicles, bicycles, or skateboards is prohibited on the property without prior approval from the Property Manager.
4. When the sanctuary is being used by more than one group, keep noise levels down and be respectful of each others' space.
5. Teams using the facility for practice will provide their own athletic equipment.

6. Balls will only be used for their intended sport/game. They will not be thrown, bounced or kicked towards the lights or equipment. Any damage that occurs will be the responsibility of the Guest/Member.
7. Balls acceptable for use include basketballs, foam balls, volleyballs and/or rubber balls. Footballs, baseballs, softballs and soccer balls are prohibited due to the possible damage to lighting, equipment and walls.
8. A representative from the Guest/Member must be present at all times during team practice and/or game.
9. All parties using the space are required to leave it clean.
10. Do not remove any pads and/or equipment from storage without prior approval from the Property Manager.
11. Report any damages or equipment failures to the Property Manager and/or church office as soon as possible.

Classroom Usage

Nursery, 2-5 year olds Rooms

These rooms are dedicated in their use to supervised groups of children no older than kindergarten.

Supervision requirements are:

1. One caregiver for every 6 children, at least two caregivers, one of whom should be an adult.
2. If there is more than one caregiver, the primary caregiver should be capable of assuming responsibility for the safety of the children and the care of the facility.
3. Room, equipment and bathrooms should be left neat and orderly. If the room is used during the time of the church's weekly cleaning, the group using the room will be responsible for cleaning. Otherwise, only clean up from the group's use will be necessary.

All Other Classrooms

These rooms are available for all age groups.

1. If they are to be used for childcare, supervision requirements are: For children kindergarten and younger, at least 1 care giver per every 6 children; for children 1st grade and older, at least 1 caregiver for every 10 children.
2. Use of toys, books and other church equipment available through prior arraignment since few of these things are stored in these rooms.
3. Room, equipment and bathrooms should be left neat and orderly. If the room is used during the time of the church's weekly cleaning, the group using the room will be responsible for cleaning. Otherwise, only clean up from the group's use will be needed.

Kitchen Use

1. The Kitchen Coordinator will manage the operations and maintenance of all equipment, supplies, and other assets of the kitchen space. It will only be accessible during approved church activities that require the use of the kitchen. All requests to use the kitchen must be submitted to the Property Manager for approval.
2. Take everything you brought with you and do not leave any food, containers, condiments, etc, that you brought to the kitchen. If you bring items for your event, label them with the name of the group/event and the date of the event.
3. The refrigerator will be cleaned out weekly, so remove all food items or they will be discarded according to the cleaning schedule as determined by the Kitchen Coordinator.
4. Kitchen facilities are available for food and beverage warming ONLY. Cooking is not permitted.
5. All property in the kitchen including (but not limited to) silverware, dishes, pots, pans, coffee makers, linens, first aid kit(s) and fire extinguisher must remain in the facility. The Guest/Member is required to supply their own linens, dinnerware, silverware, pots, pans and other utensils unless expressly agreed to prior to use.
6. The coffee/tea makers may be used with permission from the Kitchen Coordinator. Clients/Members must bring their own coffee, tea, sugar, cups, etc. Coffee/tea makers and serving containers are to be left clean. No grounds are to go down the drains.
7. Parties using the kitchen for external events must not consume food/drink that is stored in the cabinets, refrigerator, freezer or pantry. These food items are for the program ministries of the church ONLY.
8. Don't forget to turn off all burners and oven(s).
9. Clean/Wipe off the countertops, stove top, chairs, and appliances.
10. All dishtowels are to be placed over the sink to dry.
11. Securely tie all garbage bags and place garbage in lined receptacles provided.
12. The floor must be swept thoroughly.
13. Under no circumstances is red or grape punch to be served in any areas of the church facilities without prior approval. Groups causing stains on the carpet/floors with these drinks will be billed for the cleaning or replacement of stained carpet/floors.

Clean Up

If the facility is left in a condition requiring more than the routine clean up, the Guest/Member will be charged a fee for any clean up needed beyond the standard fees (e.g. outside/professional cleaning service help).

1. The facilities should be left in the same or better condition than at the beginning of usage.
2. Before the premises are vacated, the Guest/Member must check that:
 - Restrooms are clean and no water is left running.
 - All rooms used are left clean. Any equipment used is cleaned and returned to its designated location(s).
 - Garbage and trash have been put in plastic bags, securely sealed and placed in the lined receptacles provided and/or the dumpster.