**Approved Users and Priority of Use**

The pastor and/or deacons must approve all uses of church facilities. Priority shall generally be given to CBC 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 in harmony with the church’s faith and practice. *(See Constitution and Bylaws Articles V, VI, VII, VIII, IX)*
2. Outside organizations/individuals cannot use Crosswoods Baptist Church without the approval of the CBC staff and/or Deacons.
3. Equipment or furnishings owned by Crosswoods Baptist Church cannot be loaned to or used by other organizations/individuals without the approval of the CBC Staff and/or Trustees or Deacons. A sign-out sheet for this purpose will be kept in the kitchen or church office and be signed by both parties.
4. The group or person seeking facility use must submit a signed “Church Facility Reservation Request and Agreement” form.
5. 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 or volunteer.

**General Guidelines for Use of Church Building and Equipment:**

1. Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.
2. Regularly scheduled meetings and services will have prior claim to space, facilities, and equipment.
3. No alcohol may be served in church facilities or be on church property.
4. Smoking in any indoor church facilities is prohibited. Any smoking must be done in assigned areas and all remnants will be discarded appropriately by group/individual using the facility.
5. Food and beverages are restricted to certain areas designated for the event. No food or beverages are permitted in the sanctuary.
6. Church equipment; such as tables, chairs, podiums, etc, must be returned to original placement, unless arranged otherwise prior to the event.
7. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
8. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.
9. All interpretation of these guidelines will be made by the Trustees and/or Deacons.

**Facility Guidelines**

1. Follow all guidelines stated in this agreement.
2. CBC will provide a key, code, or be responsible for unlocking CBC facility prior to use.
3. CBC facilities will be used according to the needs of the church.
4. Special events, funerals, unforeseen changes CBC will have authority to shift schedule as needed.
5. CBC will make every arrangement to avoid these changes whenever possible.
6. Both CBC and ***Company Name*** will communicate necessary changes to contact people listed in the agreement.
7. Any misuse of CBC facilities will be determined by CBC and may require ***Company Name*** to reimburse CBC for any or all costs required to repair and/or restore facility.
8. CBC reserves the right to remove ***Company Name*** immediately for misuse of the facility.
9. Refrain from hanging posters, nametags, tape, pins, etc…without CBC authorization.
10. All extra use of CBC facilities must be requested in writing and added to CBC calendar to be officially reserved.
11. All situations or circumstances that may occur during a rental time cannot be identified and therefore addressed in this agreement; thus, when such items occur, Both CBC and ***Company Name*** agree to meet to discuss and establish an agreement between CBC and ***Company Name*** pertaining to the identified situation or circumstance.

**Financial**

1. Rent will offset expenses incurred by CBC during the rental time. Rent does not completely cover all costs associated with the use of the buildings of CBC such as electric, phone, gas, water, sewer, toilet paper, paper towels, limited labor, and etc.
2. CBC sound equipment can only be used by CBC Staff/member and will be paid according to the fee listed above. Such fees will be paid and scheduled with CBC 1 week prior to the event.
3. All situations or circumstances that may occur during a rental time cannot be identified and therefore addressed in this agreement; thus, when such items occur, Both CBC and ***Company Name*** agree to meet to discuss and establish an agreement between CBC and ***Company Name*** pertaining to the identified situation or circumstance.

**Fees**

Use of church facilities is subject to a use and maintenance fee to pay for the upkeep of church facilities. Church members shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings. All fees and deposits will be made prior to use of facility, unless arranged otherwise prior to the event.

Damage Deposit $ 500 (Wedding or sanctuary use)

Sanctuary (See Wedding Policy for fees)

Merriman Building $40 per hour (Unless other arrangements have been made)

Education Building (See Wedding Policy for fees)

Activity Building $50 per hour (Unless other arrangements have been made)

**\*\*\*See our website (www.crosswoodsbaptist.org) for our Doctrinal Statement\*\*\***

**Agreement Statement**

**I affirm that:**

* + 1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith, doctrinal statement, or church covenant or by persons or groups holding beliefs that contradict the church’s faith, doctrinal statement, or church covenant.
    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, doctrinal statement, or church covenant, and I commit to promptly disclose any potential conflict for 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 damage deposit in the amount of $0, 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 pastor, deacons, trustees, and CBC church 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. I understand my responsibility according to the items listed above under Financial, General Guidelines, Facility Guidelines, Legal Guidelines, and Indemnification.
    8. 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 through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_