



CEDAR CREEK

Baptist Church

Facility Usage Policy

Facility Usage at Cedar Creek

The primary purpose of a church building is worship, ministry, and Christian education. However, we recognize that there are many weeks in which our facilities are underutilized. Recognizing the needs of our community, we desire to make our facilities as available as possible, while not neglecting their primary purpose. Therefore, as we increase the availability of our facilities for public use, there are some important considerations that we will ask potential users to consider before submitting their request.

- *Remember our primary purpose.* While you may not be using our buildings for Christian activity, that is their primary purpose. There are some things that would be inappropriate for our buildings to be used for and we retain final authority to curtail any activities that we would deem to be inappropriate.
- *Primary consideration will be given to the church's ministries and scheduling.* There are occasions in which an emergency situation may cause us to renegotiate events that were previously determined in a **Facility Use Agreement**. In such situations, we will be as accommodating as possible, but the facilities primary purposes shall always remain the central determining factor in any scheduling conflict. Priority in scheduling events shall be considered in the following descending order of priority:
 - Regularly scheduled services and meetings of Cedar Creek Baptist Church
 - Cedar Creek Baptist Church sponsored groups and ministries
 - Activities and meetings of members of Cedar Creek Baptist Church
 - Community non-profit organizations and public service groups
 - Other groups and organizations
- *Preference will be given to short-term and ad hoc facility usage commitments.* Under no circumstances will we agree to any commitment beyond one season or semester. At the end of each season or semester, both parties will need to evaluate if our arrangements are mutually beneficial.

Facility Use Process

- **PAPERWORK:** All groups must submit the following paperwork to the church office. All Facility Usage Agreements are considered on a case-by-case basis. The following paperwork is mandatory:
 - *Submit the **Facility Usage Agreement**. This form provides details on your event and outlines the process. Included on the back page of this form is the **Acceptance of Responsibility and Release of Liability** forms. Both of these forms indicate that you bear responsibility for the*

supervision of your group and will incur any liability for injuries that happen during your event.

- Outside groups not related to Cedar Creek Baptist Church must provide **Proof of Liability and Medical Insurance**. Cedar Creek will not bear any responsibility for injuries that occur during your event. You must provide proof of the ability to bear this responsibility if you desire to utilize our facility.
- **FEES:** We do not charge rent, nor do we seek to gain an income stream from usage by outside groups. However, we do assess two fees that act as damage prevention and cost-recovery systems.
 - **Facility Usage Deposit:** A refundable \$250 **Facility Usage Deposit** is required. This deposit stands as a guarantee against damage and to motivate groups to clean up. Damage or lack of proper cleaning will result in the forfeiture of the entire deposit. This deposit is due with the Facility Use Agreement in the form of a check made payable to Cedar Creek Baptist Church. Event leaders will bear financial responsibility for any damages not covered by the **Facility Use Deposit**. To insure that your deposit is returned to you, please see that the following responsibilities are completed:
 - Tables and chairs returned to their original set (set up maps are available).
 - Floors are swept and spot mopped if necessary.
 - Tables and counters are cleaned and cleared.
 - Kitchen utensils are washed, dried, and returned to storage.
 - All trash is bagged and taken to the dumpster by the garage in the back parking lot.
 - **Impact Fees:** These fees offset the overhead expenses (utility costs, wear & tear, etc) that the church incurs by opening her facilities to you. Fees are due with the Facility Use Agreement. We request that this check be made out separately from the Facility Use Deposit, since we hope that the deposit is returned to you. The hourly rates will be communicated to you from our church office and are directly tied to utility costs and vary seasonally.
- **APPROVAL:** No commitment will be approved and finalized until the paperwork and fees are received. To expedite your approval, please submit all forms and payment at the same time. *Event leaders should refrain from fully developing or advertising their event until they receive notification of approval.*

Important Responsibilities for Users

- **Set Up and Clean Up:** Groups are entirely responsible for their own set up and clean up. All equipment or furniture must be returned to its original set up and all cleaning must be done. Failure to do so will result in the forfeiture of the **Facility Usage Deposit**. Set up maps are available from our website.
- **Conduct Issues:** We expect all guests to conduct themselves ethically and maturely while making use of the church's property.
 - We do not allow any drug usage (including smoking and alcohol usage) anywhere on the church property. Any usage will result in an automatic forfeiture of the **Facility Usage Deposit**.

- We expect modesty in attire. If you would not wear it on the stage during a church service, it is probably inappropriate.
- Supervision of Minors: The person responsible for an event must be an adult over 21 years of age and *must be present during the duration of the event*.
 - We request that adults be at least 5 years older than the children whom they supervise.
 - We request that one adult be present for every 10 children.
 - We recommend that major events for children have a chaperone present that is trained in CPR and basic first aid.
- Food & Drink: Food and drink are welcome in the Main Hall, Kitchen areas, and Activity Center classrooms.
- Decorations: Decorations may be used but must be attached using painter's tape only. All decorations must be removed immediately and completely following the event or else forfeit the return of the **Facility Usage Deposit**.
- Storage: There is no availability for storage. The event leader is responsible for all rented equipment/material. The church will assume no responsibility for equipment/materials left after the event.
- Security: While we have made every effort to provide a safe and secure environment, it is the responsibility of individuals to see to the security of their valuables. The church will not be held responsible for theft or damage to personal property.
- Reassignment: No organization or individual having been issued a permit for use of a Church facility can sublet or assign any part of the facility to another individual or group.
- Emergency Contact: Should an emergency arise, event leaders should make immediate contact with one of the pastoral staff. Contact information will be available upon event approval.
- Equipment Needs: Outside users must provide their own audio and visual equipment.
- Wall Partitions: Except in special circumstances, the walling system in the Activities Center cannot be moved. This system is professionally designed and locked. To adjust them without properly releasing them can cause considerable and expensive damage. Any redesign of the room must be indicated on your **Facility Usage Agreement** and be completed by an approved designate of the church.