

CROSSROADS PRESBYTERIAN FELOWSHIP FACILITY USE HANDBOOK...

- 1. Guidelines for Use of Church Building and Facility**
- 2. Facility Use Request Form A: CPF Member**
- 3. Facility Use Request Form B: Non-CPF Ministry**
- 4. Crossroads Presbyterian Fellowship Church Key Policy**

Please note:

Church website (calendar)

http://crossroadspres.com/index.php?option=com_gcalendar&view=google&Itemid=107

Church office (phone & hours)

314.644.0030 [from 9am to 1pm, on Mon, Tue, Thur, Fri]

Facilities team (email)

facilities@crossroadspres.com

GUIDELINES FOR USE OF CHURCH BUILDING/FACILITIES

[November 2010]

I. Our Vision Guides Our Building Use.

Crossroads Presbyterian Fellowship exists to communicate—through our words, deeds, and lives—the transforming, renewing power of the gospel through which Christ redeems all things and to invite others into our outwardly faced community of God’s grace.

From this vision we derive three broad goals re: use of our church building

- We will use the space God has given us in ways that honor him
- We will give priority to events and gatherings that reflect and promote our vision
- We will share our building with others and treat visitors as honored guests

II. Criteria To Determine Building Use.

Rather than devising a strict policy that rules out various usages in advance, we want to rejoice in God’s good provision of a building and show ourselves to be faithful, yet generous and welcoming stewards of it. In this light, we offer general criteria that will enable our diaconate and office determine ways in which our building might be used. Generally speaking we are willing to consider/allow use of the building where such usage:

- fits with and is not contrary in overt fashion to our vision
- is appropriate in the space that is available
- shows awareness of basic legal and safety issues
- does not negatively impact other events or gatherings
- evidences respect for the facility and surrounding property

III. Statement of Priority/Basic Eligibility

Because of the growth within our membership and therefore of the increasing demand placed upon our facility, we have been forced to establish basic eligibility guidelines. These guidelines are not intended to prevent usage of the church building, but simply to manage applications and to limit incidences of conflict.

To make the process of applying for use of the church building clearer and more straightforward, we have established the following statement of priority:

- First, *Recognized Groups Within the Church* will (e.g. worship services, Sunday school, adult Ed, regularly scheduled church activities such as kingdom groups or scheduled meetings of ministry teams)
- Second, *Church Members Who Wish to Use the Building* (e.g. weddings, funerals, special events such as individual parties or group celebrations)
- Third, *Outside Groups, Especially Those Contributing to the Maplewood/Olivette Communities*

*All decisions regarding church usage are made by the Crossroads Diaconate on a ‘case by case’ basis *

IV. Reserving the Church Building

Recognized groups within the church engaged in regularly scheduled church activities *do not need* to file a ‘facility request form.’ All other groups *will need* to file a ‘facility request form’ – 72 hours in advance if a CPF Church member; and 14 days in advance if representing an outside group. (Copies of both facility use request forms are attached to this policy document)

Reserving the church building ought to proceed as follows:

- Check the availability of desired facilities on the church calendar. (Our calendar can be accessed from our website or by contacting the church office directly)
 - > CPF website: http://crossroadspres.com/index.php?option=com_gcalendar&view=google&Itemid=107
 - > CPF office phone: 314.644.0030 [from 9am to 1pm, on Mon, Tue, Thur, Fri]
- Contact the church Office Administrator to reserve your space. (Don’t forget to reserve time for setup and cleanup)
- Complete the ‘facilities use request form’ that is attached and/or available from our Office Administrator. Email the completed form to facilities@crossroadspres.com, or drop it off with our Office Administrator (allowing an additional week for processing).
- Where building use fees (see request form) are involved, please pay these to our Office Administrator *prior to* time of use. Checks can be made out to Crossroads Presbyterian Fellowship and marked ‘Building Use Fees.’
- Where a key is required, Crossroads members using the building for non-ministry purposes may check out a church key form the office up to two days prior to the event and return it within two days after. Non-members using the facility will have the building opened and closed for them by a deacon or designated person. (A copy of our church key policy is also attached to this policy document)
- If you require special accommodation such as use of the elevator or stove, please contact our deacons after you have contacted the Office Administrator. (Please note: This only applies to those not filling out the facility request form).

V. Cancellation

We all recognize that events beyond our control sometimes lead to cancellation. Where notice is given in advance 75% of all fees paid will be returned to the person or group that furnished payment. Where no advanced notice is given, any fees paid in advance will be retained.

Should our cancellation policy cause financial hardship; the person or group that furnished payment is invited to petition our diaconate/facilities team, explain the reason behind the event cancellation and also why advance notice could not be provided.

VI. General Use Guidelines

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- Activities and programs are limited to the space that is reserved/assigned.
- Smoking and the use of illegal substances are not permitted in the buildings or on the grounds of the church.
- Moderate consumption of alcohol is not necessarily disdained, but prior permission to serve alcohol on our premise must be sought beforehand.
- Dining or the serving of food is limited to pre-approved designated areas
- The requestor is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
- The requestor will be held responsible for any damage done to church property associated with their event/gathering. This includes the requestor assuming liability for injuries to persons attending the event and for damages or loss of property.
- Programs in the sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. This will involve a separate payment to the designated member of our Crossroads Sound team. (Suggested rate is \$100 for weddings. \$50.00 for other events)
- When children are in attendance they must be under the control of their parents or designated adults at all time. We do not permit children to roam freely on church property and we strongly encourage all events/gatherings that involve children's or youth activities to be supervised by a minimum of two (2) adults over the age of 21.
- Furniture and equipment purchased and owned by the church (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) may not be removed from the premises and use of such items assumes that the requestor assumes full responsibility for the costs of repair or replacement in the event of damage or theft.
- The following items are not allowed in or on church property: Firearms and other weapons; illicit substances (drugs); anything that is likely to compromise the Church's ability to carry out its vision.
- Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Facility Use Request Form A: CPF Member
(to be submitted a minimum 72 hours *Prior* to Event)

Crossroads Presbyterian Fellowship
2640 Oakview Terrace, Maplewood, MO 63143
(314) 644-0030; (314) 644-1662 fax
Submit to Church Office AND Facilities@crossroadspres.com

Requestor Information

Name _____

Address _____ City _____ State _____ Zip _____

Phone (Home or Work) _____ (Cell) _____

CPF Member (Circle One): Yes No Date Request Submitted _____

Event Information

Date Requested _____ Time Requested _____

Event Description _____

Time of Event: Start _____ a.m./p.m. End _____ a.m./p.m.

Approx. Number of Attendees _____

Rooms Requested (Please specify **all** rooms to be used and **total** usage fees):

- Fellowship Hall [usage fee: \$25.00] _____
- Kitchen, incl. Dishwasher room [usage fee: \$25.00] _____
- Church lounge [usage fee: \$25.00] _____
- Nursery/SS rooms [usage fee: \$25.00] _____
- Sanctuary [usage fee: \$150.00] _____

Handicap Accessibility required (Circle One): Yes No

If required: Name of person opening/closing for you: _____

This Facility Use Request form must be **fully completed before approval is granted.**

Approved _____ **Disapproved** _____ **Date** _____ **Who was notified** _____

NB: Please confirm that you have read the 'facility use handbook' that accompanies this form _____

Facility Use Request Form B: Non-CPF Ministry
(to be submitted 14 Days *Prior* to Event)

Crossroads Presbyterian Fellowship
2640 Oakview Terrace, Maplewood, MO 63143
(314) 644-0030; (314) 644-1662 fax

Submit to Church Office AND Facilities@crossroadspres.com

Requestor Information

Name _____

Address _____ City _____ State _____ Zip _____

Phone (Home or Work) _____ (Cell) _____

CPF Member (Circle One): Yes No Date Request Submitted _____

Event Information

Date Requested _____ Time Requested _____

Event Description _____

Time of Event: Start _____ a.m./p.m. End _____ a.m./p.m.

Approx. Number of Attendees _____

Rooms Requested (Please specify **all** rooms to be used and **total** usage fees):

- Fellowship Hall [usage fee: \$50.00] _____
- Kitchen, incl. Dishwasher room [usage fee: \$25.00] _____
- Church lounge [usage fee: \$25.00] _____
- Nursery/SS rooms [usage fee: \$25.00] _____
- Sanctuary [usage fee: \$200] _____

Handicap Accessibility required (Circle One): Yes No

If required: Name of person opening/closing for you: _____

This Facility Use Request form must be **fully completed before approval is granted.**

Approved _____ **Disapproved** _____ **Date** _____ **Who was notified** _____

NB: Please confirm that you have read the 'facility use handbook' that accompanies this form _____

Crossroads Presbyterian Fellowship

Church Key Policy (November 2010)

1. Purpose

In order to ensure the safety of people using the building of Crossroads Presbyterian Fellowship and to protect the resources God has provided, the issuance and use of keys shall be controlled and accounted for by the Deacons.

2. Key Holders

The following list defines those offices/roles to whom keys may be issued:

- Staff
- Elders
- Deacons
- Interns
- Custodial Workers
- Approved Counselors
- Music Team Leaders on Sunday Rotation

3. Key Accountability

Keys are issued and tracked by office administration with guidance from Diaconal oversight and approval.

3.1 Requesting/Issuing a Key

Key requests shall be submitted to the office administration to be considered by the Deacons. In the event of key issuance, the person receiving a key shall indicate agreement with this policy by signing the Key Log book. The Log shall include:

1. Person's Name
2. Home/Cell Phone
3. Key Number
4. Position or reason for having the key
5. Date of key issuance
6. Person Issuing key

3.2 Use of Key

The person possessing a key to the church agrees that the key will remain under his/her control. Changes in key holders are to be done through the responsible staff member specified in 3.1 above. The key is to be used in the performance of the ministry of Crossroads Presbyterian Fellowship or otherwise scheduled events approved by the Deacons. The person possessing the key is responsible for all opening/closing procedures, i.e. – Securing all doors, Turning off all lights, Securing all Windows, Cleaning of rooms used, and Trash Removal.

3.3 Return of Key

Should the person possessing a key no longer occupy an office, role, or position specified in Section 2 or otherwise granted by the Deacons, they are responsible to return the key to office

administration. Upon return of the key the appropriate entry shall be annotated in the Key Log Book. Those in supervision of interns are encouraged to educate interns of this responsibility.

4. Key Usage for those other than offices/roles listed in Section 2

4.1 CPF Members

CPF Members facilitating an approved event in the building may sign out a Spare Key from the office administration. The appropriate entry shall be annotated in the Key Log Book. The CPF Member is responsible to return the key to office administration within the approved timeframe of Spare Key usage.

Please note: Signing out a spare key renders the signatory responsible for all opening/closing procedures, i.e. – Securing all doors, Turning off all lights, Securing all Windows, Cleaning of rooms used, and Trash Removal, related to their usage of facilities

4.2 Non-CPF Members & Non-CPF Ministries

Non-CPF Members and Non-CPF Ministries will require the presence of a Deacon or otherwise determined CPF member to ensure individuals' accountability to opening/closing procedures. If no such person can be secured, the proposed event will not be booked.

Please note: In this instance, an 'opening/closing' fee will apply. Unless otherwise specified, a basic charge of **\$25.00** will be payable directly to the individual who is required to open/close. While this individual will secure all doors, turn of all lights, secure all windows, etc., they are not responsible for cleaning rooms used or for removing trash. This remains the responsibility of those utilizing the facility.

4.3. Deacons & CPF Members Approved to Open/Close

The names and phone numbers of those willing to serve in this way is available from our office and/or from our facilities team.