



Facilities Use Policy

Introduction

Faithful stewardship of what has been given to The Crossing Community Church is of the highest priority. The primary purpose of The 909 is to carry out the ministry of The Crossing Community Church. The programs and the people of The Crossing are the top priority when it comes to building use. The Crossing also recognizes the opportunity to partner with, support, and engage with groups and organizations through the use of The 909.

Those partnerships and all building use activities fall under the jurisdiction of the Board of Elders of The Crossing Community Church. The church administrator manages the building use. No commitment for building use is finalized until the Facilities Use Agreement has been completed and executed by the church administrator.

The Crossing Community Church has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our first priority is to programs and membership needs of The Crossing. Priority is then given to nonprofit groups that are supported by The Crossing, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of The Crossing Community Church.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of the Board of Elders
- Facility Use Agreement Form
- Release and Indemnity Agreement Form

Steps to Facility Use Scheduling

- Fill out a Facility Use Agreement. One is included in this guide or you may obtain one from the church office by emailing office@thecrossingcc.org.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the Facility Use Agreement to the church administrator or to office@thecrossingcc.org who will evaluate your request and notify you if it is approved or not approved.

Fees for Facility Usage

	Hourly	4 Hours	8 Hours
Gathering Room	\$20	\$80	\$160
Café	\$20	\$70	\$140
Downstairs (GR & C)	\$40	\$150	\$260
Upstairs	\$40	\$150	\$260
Conference Room	\$10	\$30	\$60
Whole Building	\$60	\$200	\$400

Nursery – add \$20 for event.

Additional fees may be charged at the discretion of the church administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc.

Rules and Regulations of the Board of Elders

Breakage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application of use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Musical Instruments and Sound/Video System and Equipment

Unless prior approval has been granted, the use of all musical instruments, all sound equipment, and all video equipment is prohibited.

Smoking Policy

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or deny use in the future.

Alcohol Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the church administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the church administrator’s directions or forfeit immediately the use of any part of the facility.

Supervision of Children and Youth

The Crossing has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

Nursery Use

The nursery facility is available for your event. Our safety standards require that two nursery care providers must be present to operate the nursery. Both providers must be adults over the age of 18.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. All such decorations must be removed immediately and completely following the event.

Starting and Ending Times

The facility must be completely cleared after 3p on Saturdays and is not available until noon on Sundays.

Clean-Up/Cleaning

The facility is to be left in the same condition as it was found upon arrival. The following general cleaning is required at the end of the event:

- Pick up all trash both inside and outside of the building.
- Bag all trash and place it in the dumpster in the parking lot.
- Put clean trash bags in the trashcans.
- Wipe down all tables and countertops.
- Remove all decorations, balloons, and other party materials.
- Remove all food and other items from the kitchen and refrigerator that was brought by your group.
- Return all furniture to the original locations.

Emergency Scheduling Conflicts

The Crossing reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Security

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Facility Security

All entrances and exits of the facility are to be secure upon departure.

Payment

All event fees may be paid in cash or check. Payment is to be made ten (10) days prior to the event. Any personal check not honored by the bank may result in cancellation of the event unless the fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the responsible party.



Facilities Use Agreement

Name of Organization _____

Responsible Person _____

Address _____

Phone _____ Email _____

Organizations Purpose _____

Event Name and Description _____

Date of Request _____

Start Time _____ End Time _____

Will the event be recurring: _____

Day of the week: _____

Room(s) Requested:

- Gathering Room
- Café
- Downstairs (Gathering Room & Café)
- Upstairs
- Conference Room
- Whole Building

- Nursery Use

Anticipated Number of Participants: _____

Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No

Special Needs or Requests: _____

Release and Indemnity

This Release and Indemnity Agreement is between the above named organization (“Organization”) and The Crossing Community Church.

Recitals

- The Crossing Community Church is the owner of the real property and improvements located at 909 Main Street, New Haven, IN 46774 (“Property”).
- Organization desires to use the property described above for meetings and other activities.

Agreement

NOW THEREFORE in consideration of The Crossing Community Church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, and employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, and employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Elders, and I hereby consent to the release and Indemnity Agreement.

Signature _____ Date _____

Printed _____ Title _____

FOR OFFICE USE ONLY

Request Approved _____

Request Denied _____

Agreed Upon Fees _____

Fees Paid _____