

Crestview Baptist Church

Facility Usage Policy

GENERAL STATEMENT

The facilities and equipment of the church exist primarily for use by the members of Crestview Baptist Church for the glory and honor of God. All persons and groups who hold activities on church grounds should respect the holiness and graciousness of God. Activities must conform to basic principles and beliefs as expressed in our Church Constitution.

GENERAL GUIDELINES

NATURE OF ACTIVITIES

1) Permitted activities

- a. Any type of church facility activity must have at least one official church member to sponsor and participate in the activity.

2) Prohibited activities

- a. For profit
- b. For entertainment only
- c. Smoking; consumption of alcohol, drugs, and other illegal substances
- d. Gambling
- e. Religious activities that contradict the beliefs of the church
- f. Secular activities that contradict the beliefs of the church
 - Engaging in any of the prohibited activities may result in revocation of future reservations of the church facility, including those reservations previously approved.
 - The pastoral staff and other leaders of Crestview reserve the right to exercise their broad discretion in defining, interpreting, modifying, or altering any of the above terms.

GENERAL RULES FOR ACTIVITIES

1) Available facilities

- a. All facilities, except the office areas and its equipment, are available for use.
- b. The Sanctuary is limited to use for Christian services such as weddings, funerals, musical programs, fellowship gatherings, and special Bible study meetings.
- c. The Fellowship Hall, Kitchen, and certain designated classrooms are the only areas where food and drinks are permitted.
- d. The Kitchen may be used only if the group agrees to clean it thoroughly.

2) Only authorized church members are permitted to operate the audio equipment. Hence, the church should be given sufficient notice prior to the scheduled activity to arrange for an operator.

3) Furniture and other items, such as audio/visual equipment, may not be moved or taken off the premises without prior permission.

4) Any furniture/item taken off the premises must be signed out with a check and check out policy Dash what items were taken, the condition.

- 5) The grand piano cannot not be moved.
- 6) The Nursery is available only if adequately supervised by at least two adults.
- 7) No outdoor signs or objects shall be placed upon the premises without prior approval.
- 8) Telephone usage is limited to local calls unless necessary. Charges for long distance calls shall be the responsibility of the sponsor, who should notify Crestview that long distance calls were made during the scheduled activity.
- 9) No animals are permitted in the buildings except for seeing-eye dogs used to assist visually impaired individuals.

Failure to follow any of the general rules outlined above may result in revocation of future reservations of the church facility, including those reservations previously approved.

CLEANUP OF FACILITIES

- 1) Furniture such as tables and chairs must be restored to their previous positions after the event.
- 2) If the kitchen is used, the following tasks must be completed:
 - a. Do not leave perishable food.
 - b. Clean, dry, and put away all utensils and dishes.
 - d. Wash all countertops.
 - e. Sweep the floors.
 - f. Make certain that all appliances are turned off.
 - g. Trash must be picked up, bagged, and placed in dumpster.
 - h. Turn off the lights and set thermostats back to 77°.
 - i. Report any maintenance problems to the church office on the next day.

LIABILITY FOR DAMAGE TO CHURCH PROPERTY

- 1) Anyone using the church facilities will be liable for any damage to the property occurring from usage, including but not limited to:
 - a. Structural damage.
 - b. Damage to carpet, floors, walls, doors, windows, fixtures, etc.
 - c. Overhead projectors; audio/visual equipment; computers.
 - d. Damage to kitchen appliances.
- 2) The sponsor will be contacted by the church and given an itemized bill for damage.
 - a. Failure to pay for the property damage may result in revocation of future reservations of the church facility, including those reservations previously approved.

LIMITATION OF LIABILITY

- 1) Crestview will not be liable for any injury to any person or personal property occurring on the church premises.
- 2) In signing the Application for Facility Usage, the applicant(s) agree to assume all reasonable risks associated with the facility usage, accept responsibility for any such injuries, and agree not to hold Crestview members or its pastors and leaders liable for damages flowing therefrom.

- 3) Crestview will also not be held liable for any theft of personal property occurring on the church premises.

RESERVATION PROCEDURE

- 1) Any activity must have adult supervision and at least one Crestview member shall be named as the sponsor of the group. This sponsor must also participate in the activity. The sponsor will oversee and be responsible for the group's activities on the church premises and all matters related to the facility usage.
- 2) An application form (attached) *must* be filled out and presented to the church secretary for church approval. The secretary will process the application and will seek approval from church leaders.
- 3) Any fees that are required must be sent with the reservation request before the facility, date and time are secured.
- 4) The church reserves the right to refuse any application, for any reason, and will refund any payment sent along with the application.
- 5) The church also reserves the right to cancel any reservation after application has been approved and prior to the scheduled date for natural disasters, catastrophes, emergencies, or other unforeseen events. The church will not be liable for any losses incurred because of the cancellation. The group, through its sponsor, is entitled to the return of any fees already tendered in advance of the reservation.
- 6) The church also reserves the right to cancel any reservation after application has been approved and prior to the scheduled date of activity if the individual or group has failed to abide by the rules stated herein for prior reservations or by any other rules set forth in the Church Constitution. The church will not be liable for any losses incurred because of the cancellation. The group, through its sponsor, is entitled to the return fees tendered in advance of the reservation.

FACILITY FEE LIST

Some events will require \$100 facility fee*

- 1) Funerals
 - a. Sanctuary only – **no fee**
 - b. W/reception in Fellowship Hall – **no fee**
- 2) Weddings
 - a. Service and/or Reception - **\$100 facility fee**
- 3) Baby Shower; Birthday; Wedding Anniversary - **\$100 facility fee**
- 4) For all other events, church leaders will assess based on application whether a fee is required or not.

**The facility fee represents the reasonable cost of services for using the facility.*

Crestview Baptist Church

Application for Facility Usage

Sponsor Information

Sponsor (Crestview member): _____ E-mail: _____

Sponsor Address:

Street _____ City _____ State _____ Zip _____

Home Phone: _____ Cellphone: _____

Activity Information

Name of Activity: _____

Activity Description:

Date requested: _____

Time: _____

(Set-up and clean-up must be included in this time)

Sponsor's Statement

I hereby certify that I have carefully read the attached guidelines. I understand what shall be required of my group and agree to obey and communicate the guidelines to other members of my group. I will accept all responsibility for any damage to the Crestview building, equipment, and furnishings, beyond the usual wear and tear of normal use, caused by anyone from my group. I also accept responsibility for any injury or theft that may occur during the scheduled activity and agree not to hold Crestview members or its pastoral staff and leaders liable for any damages flowing therefrom. I hereby agree to act as the responsible person in charge of the group and understand that all inquiries, complaints, suggestions, and other communications from Crestview related to this reservation will be directed to me.

Sponsor's Signature _____ Date _____

Payment Information

1. Please make check payable to Crestview Baptist Church
2. The check must be included with this application form. If facilities are not available for use, the check will be promptly returned.
3. Please return completed forms and checks to the below address:

*Crestview Baptist Church
ATTN: Church Secretary
7715 S. Hiwassee Rd.
Oklahoma City, OK 73150*

FOR CHURCH USE ONLY

Staff Approval Signature _____ Date _____