

Facilities Use Policy Manual

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1. Introduction

The purpose of this manual is to set the policy for the use of the facility and to provide a tool for the Trustees and facility use personnel to quickly, consistently, and fairly administer the use of the facility. The administration of the facility should be executed in such a way that brings glory and honor to God, respects all people, and protects the interests of the church so that the enemy may not hinder our ministry to our region and world.

Good policy does not hinder the mission of the organization; it is a crucial element to the organization's success. There are several key elements that are essential for a policy to be a good one:

1. The policy should be easy to read and understand by the average person. Brief training may be required so that the user of the policy may completely understand its spirit and intent; however, the training should not be complex.
2. The policy should be clear and concise. The policy should say what the authors mean, and mean what it says. Words should be defined so that the reader can find out the intended meaning of key words used in the policy. Generalities should be used so that the policy can be used universally, but the generalities should be focused so that the reader understands how to apply the rule. The policy should be as brief as possible while still making the point. Repetitive guidelines and regulations should be consolidated for easy reading. A reasonable person is likely to read a policy that is brief. Long and repetitive policies are not taken seriously. We are drafting this policy so that people will read it and follow it. This manual is being assembled so that the entire policy is consolidated into one document for use. It is available to church membership and attenders as needed or required. This manual is not intended for distribution to every applicant. The church representative should present excerpts from the manual, taken verbatim, and assemble a packet that provides specific information pertaining to the applicant's intended use.
3. The policy should be enforceable. There must be people that are responsible to enforce the policy or else the policy becomes irrelevant. If a portion of the policy can't be reasonably enforced, it should be removed from the policy so that the effectiveness of the entire policy will not be compromised.
4. The policy should be consistent and unbiased to all people. When the administrators of a policy make exceptions for people based on personal preference, the policy becomes ineffective and people will feel cheated, which will lead to people ignoring the policy.
5. The policy must contain an appeals procedure and allow for possible variances if the letter of the policy inhibits the mission of the organization. If people have a chance to be heard when they disagree with a portion of the policy, they are more likely to accept and comply with the entire policy even though they may disagree.
6. Finally, the policy must be reviewed from time to time for relevance. A successful organization will adapt to the ever-changing environment in which it operates to meet the needs of the people that it serves while holding true to its mission and vision. The policy should be reviewed for relevance from time to time so that it compliments and promotes the goals and objectives of the organization, rather than hinder them. There should be an amendment procedure that ensures that changes made to the policy reflect the mission and goals of the organization.

2. Definitions

Affiliate—an organization that is connected to or associated with the church or the Brethren in Christ Church, that is our partner in ministry to our community, region, or world. The Church Board shall determine if an organization is an affiliate and provide a list of affiliates for the Trustees or Trustees and Church Administrator's use. An example of an affiliate would be the Mennonite Central Committee (MCC).

Annual Directory—the annual report prepared by the Church Board and presented to the congregation prior to the annual council meeting containing information relating to the business of the church

Appeals Form—the document used to submit a formal request for the review and reconsideration of a decision made by the church.

Application—the document used to submit a request for the use of the church's facilities

A/V Technician—a member of the Sound (A/V) Team as listed in the council directory or approved by the Personnel Committee, who is 21 years of age or older, and is certified by the Sound Team to operate the audio, video, lighting, and multi-media equipment.

Board of Trustees—the administrative body of the church, accountable to the Church Board, that oversees the maintenance and care of all church property with organization and duties as defined in the MDG (Manual of Doctrine and Government)

Christian Education (CE)—a function of the church involving the teaching of God's Word in a classroom setting

Church—in this policy, the church shall mean the not-for-profit religious corporation known as Cross Roads Brethren in Christ Church, which is a congregation within the Brethren in Christ Church in the Atlantic Conference.

Church Administrator—the person assigned to administrate the Policy.

Church Board—the administrative body of the church, made up of the officers of the corporation and the Directors, accountable to the congregational council, with organization and duties as defined in the MDG.

Classroom—a room or space constructed and intended for CE activities

Contact Person—the single point of contact representing a group that wants to use the facility that is responsible for the group's activities held at the facility

Control Room—a space containing the apparatus that controls the audio, video, multi-media, and lighting systems

Custodian—an associate of the church who's duties are for the day-to-day maintenance and care of the facility. A custodian shall be trained on the proper methods for maintenance and care of the facility by a church official or the church's agent.

Direct Control—1. in the use of property, a state in which a responsible person is physically present within a reasonable distance to observe and guide the execution of a task or use of property 2. in the supervision of children, a state in which a responsible person who has fulfilled all of the requirements of the church's Child Protection Policy is physically present with a reasonable distance to supervise the children under their care.

Director—any member of the Church Board who is not an officer of the corporation

Equipment—any item that is property of the church that is not real property

Executive Committee—generally, an executive committee is comprised of the president, chairman, or executive director, vice-president or vice-chairman, secretary, and treasurer of a board or committee. The executive committee's duties usually include leadership and decision-making for minor issues on behalf of the group that it serves. The executive committee's authority shall be determined by the bylaws and rules adopted by the group that it serves.

Facilities scheduler—the church representative, accountable to the Board of Trustees and Church Administrator, in matters relating to the use of the facility. In regard to this policy, the facilities scheduler shall be responsible for meeting with prospective users and giving tours, discussing details about the facility and property, assisting prospective users in filling out the application, collecting paperwork and appropriate information for user requests, bringing recommendations for the Trustees and Church Administrator to consider, scheduling reservations, and coordinating sextons, A/V technicians, custodians, and other church associates for functions held at the facility. When the facilities scheduler position is vacant, the Board of Trustees and/or the Church Administrator shall carry the duties of this position, as designated by the Church Board.

Facility—any room, space, area, amenity, or group thereof, which may be indoors or outdoors and is real property of the church

Family Life Center (FLC)—the area of the facility which contains the gymnasium, Cafe, restrooms, lobbies, and supporting rooms and spaces, ending at the double doors at the Fellowship Hall. The FLC was constructed and is intended for the presentation of the Word of God, the training and equipping of believers, loving and serving others, the strengthening of nuclear and extended families, and the strengthening of the church family as a whole.

Fellowship Hall—the area of the facility which contains a gathering room and kitchen, constructed and intended for assembly, crafting, educational, and worship activities.

Fundraiser—an event in which the expressed purpose is to generate significant revenue over and above expenses in order to further the cause of the organization

Great Room—the former church sanctuary, containing a chancel, baptistry, nave, balcony, and sound control panel, constructed and intended for worship and assembly activities

Guideline—a standard or principle involving the application of common sense and good judgment

Food Services Coordinator—a church official who is confirmed by the Personnel Committee, trained and able to demonstrate skill in operating kitchen equipment correctly and safely, and trained and able to demonstrate knowledge of food safety to protect the life and health of the users of the facility.

Manual of Doctrine and Government (MDG)—the manual titled Manual of Doctrine and Government, General Conference, Brethren in Christ Church. The MDG contains the Constitution, Articles of Faith and Doctrine, and Bylaws of the Brethren in Christ denomination.

Ministry Staff—full-time or part-time paid pastoral staff employed by the church

Member—a person, in good standing with the church, who is committed to the church by meeting all of the requirements for membership as defined in the MDG.

Multi-Purpose Room—the room in the Family Life Center designated for assembly, athletic, dining, dramatic, recreational, and worship activities

Nursery—a room constructed and intended for the care and Christian education of infants and small children.

Non-member—a person who is not a member of the church by definition

Office—the church office that works in cooperation with the Trustees in the execution and administration of this policy. The office may be the secretary's office, or any office designated by the Church Board to administer this policy.

Officer—referring to the officers of the corporation, the President, Corporate Secretary, and Treasurer.

Property—any physical, tangible thing owned by or under the control of the church, such as equipment, real property, etc.

Real Property—any permanent, immovable property, or part thereof, of the church, relating to buildings and land. According to the MDG, all church property shall be under the control of the General Conference and shall be subject to the bylaws of the denomination (Article IV, Section 5.A.). Title to local church property shall be taken in the name of the trustees of the local church and their successors, or if the congregation is incorporated, in the name of the local church (Article IV, Section 6.B).

Regulation—a rule, law, or ordinance by which conduct is regulated

Request—a formal inquiry for the use of the church's facility

Reservation—an arrangement made with the church, requested by a user, and approved by the Trustees.

Responsible Person—a member of the church, in good standing, 21 years of age or older, who is present at an event for its entirety, who is the representative of the church and is responsible to see that this policy and all church policies are executed in good faith

Security Deposit—the sum of money, specified in the fee schedule, that is submitted by the user to show good faith in their intention of using the facility in a respectful manner. If any property is missing, is damaged, or experiences excess wear-and-tear, the user shall be responsible to pay in full for replacement and/or repair to bring the property back to a state that is as good or better than it was prior to the use. The security deposit shall be applied to the total cost of replacement/repairs. The \$50 security deposit for most rentals is non-refundable.

Sexton—a church official who is responsible to the Trustees for unlocking and locking the church.*

Staff—full-time or part-time paid administrative or support staff employed by the church

Trustee—a church official that is elected by the congregation and held accountable by the Church Board with duties as defined by the MDG (Article IV). A summary of the duties of a Trustee is to adequately care for and keep in necessary repair all church property.

Trustees and Church Administrator—the administrative body commissioned by the Church Board to set policy and review applications for the use of church's facilities. The Church Administrator is the Executive Pastor. The Trustees and Church Administrator are held accountable to the congregation by the Church Board and shall maintain a line of communication and cooperation with the ministry staff.

User—any person or group using the church's facilities

Worship Director—the ministry staff person who holds the job title of "Worship Director" who is responsible to plan, coordinate, and oversee music selections and worship practices. If this job position is vacant, the duties of the Worship Director specified in this policy shall be the responsibility of the Senior Pastor.

Youth Room—the room labeled "Youth Room", constructed and intended for the use of the youth department and its students

*As of November 2009.

3. Classes of Users

The following are the classes of users for the purpose of this policy:

- Attender/Member an officially recognized ministry of the church that has been commissioned by the Church Board and/or Congregational Council. This also includes a group in which a member or a non-member but regular attender is the contact person who submits a request for use of the facility for a family-oriented function or celebration, such as a wedding, funeral, anniversary, shower, etc., and an affiliate of the church.
- Non-Profit any individual who is a non-member or a civic group, not-for-profit organization, or ministry organization. If a civic group or organization is not an affiliate of the church, then they shall be classified as non-profit regardless of whether a church member is a member of the group or organization, or not.
- Profit any non-ministry business-oriented organization

This structure is a guideline. The Facility Scheduler and/or Church Staff shall assign the class of use based on their discretion and for any requests that fall outside of these descriptions.

4. Hierarchy of Uses

This section is written to aid the Trustees and Church Administrator in quickly, consistently, and fairly determining which group gets first privilege to use the facility. Once a reservation has been made, a higher use may not take precedence over a lower class use, except for special circumstances. This is not intended for publication to the membership or general public or to be used from a bully-platform to control the use of the facility based on special interests. The Trustees shall encourage all parties to work together in a spirit of unity in a Christ-honoring fashion consistent with the mission and vision of the church. The Church Board, at its discretion, may consider any appeals to a decision made by the Trustees and/or the Church Administrator (see Section 11, Appeals Procedure).

Church functions and schedules and facility needs identified by church leadership will always trump any active requests or reservations.

The hierarchy of uses shall be as follows (refer to the Reservations and Requests Timeline in Appendix A for a graphic representation) :

1. Member/Attender reservations may be made up to two years prior to the event and requests must be received by the office at least 15 days prior to the event. In most circumstances, these uses shall be the highest priority if there is a conflict between requests.
2. Private Member/Attender reservations may be made up to 12 months prior to the event: Private member/attender requests must be received by the office at least 60 days prior to the event, except for funerals. In most circumstances, churchwide member/attender uses shall take precedence over any private uses. An example of an exception would be the case of a funeral, which cannot be determined in advance, and the ministry staff and the Trustees and Church Administrator may allow a funeral to take precedence.
3. Non-Profits
 - a. These requests must be made at least 90 days prior to the event. Reservations may be made up to 90 days before the event; however, the church shall have the right to cancel a reservation for a Non-Profit use up to 60 days prior to the event. Member/Attender uses shall take precedence over a Non-Profit use if there is a conflict.
4. Profits
 - a. These requests must be made at least 90 days prior to the event. Reservations may be made up to 90 days before the event; however, the church shall have the right to cancel a reservation for a Profits use up to 60 days prior to the event. Member/Attender uses shall take precedence over a Profits use if there is a conflict. Profits uses shall not conflict with the mission of the church or misrepresent the church in any way. Profits approvals shall be at the discretion of the Trustees and Church Administrator and the decision must be reported to the Church Board before approval may be granted.
5. The Trustees and Church Administrator, on a case-by-case basis, shall hear variances to the hierarchy of uses. All decisions made by the Trustees and Church Administrator may be appealed to the Church Board; the Church Board shall determine if the appeal may be heard (refer to Section 11, Appeals Procedure).

5. Use Requests, Applications, and Procedures

1. Requests and applications procedure for Member/Attender uses:
 - a. All requests for the use of the facility must be submitted to the office in writing using an application and any supplemental documents to adequately convey the intended use of the facility.
 - b. All requests must be made in advance according to the type of use as defined in Section 4, Hierarchy of Uses. Scheduling shall be based on the availability of the area requested.
 - c. A reservation is required to use the facility. Use of the facility must be kept within the time allotted by the reservation.
 - d. The facilities scheduler shall be the point of contact that is the official church representative to act as a liaison between the applicant/user and the church. All questions and information shall be communicated through the facilities scheduler. (Refer to the definition of the facilities scheduler for procedures when the job position is vacant.)
 - e. The facilities scheduler shall have the authority to book reservations for such uses without submitting a recommendation to the Trustees and Church Administrator for approval. The facilities scheduler shall work in cooperation with the ministry staff and other ministry leaders to hold events that meet and exceed church quality standards, bringing glory and honor to God. The facilities scheduler should feel free to bring difficult scenarios in these uses to the Trustees and Church Administrator in order to arrive at the best possible decision.
 - f. The facilities scheduler shall see that this policy is enforced for these uses and that the ministry staff, ministry leaders, and the ministry groups that they lead are in compliance with this policy. Minor infractions should be resolved quietly in a Christ-honoring fashion. The facilities scheduler should report blatant disregard for this policy to the Trustees and Church Administrator. If the Trustees and Church Administrator cannot resolve the matter with the ministry staff or ministry leader(s), then they shall submit a report to the Church Board.
2. Requests and applications procedure for all other ~~classes of uses~~
 - a. All requests for the use of the facility must be submitted to the office in writing using an application, any supplemental documents to adequately convey the intended use of the facility and a certificate of insurance if the group holds an insurance policy.
 - b. Verification of liability insurance is required for any use other than Member/Attender. The church shall be named an "Additional Insured" on the certificate of insurance.
 - c. All requests must be made in advance according to the type of use as defined in Section 4, Hierarchy of Uses (contact the facilities scheduler for time requirements). Scheduling shall be based on the availability of the area requested.
 - d. A reservation is required to use the facility. Use of the facility must be kept within the time allotted by the reservation.
 - e. The facilities scheduler shall be the single point of contact that is the official church representative to act as a liaison between the applicant/user and the church. All questions and information shall be communicated through the facilities scheduler. (Refer to the definition of the facilities scheduler for procedures when the job position is vacant.)
 - f. The Trustees and Church Administrator shall meet on an as-need basis to review requests. The facilities scheduler shall compile the application and supporting documents and submit each request to the Trustees along with a recommendation for consideration.
 - i) The recommendation shall include a proposed course of action along with fees and special requirements for the prospective user.

- ii) Areas requested by the applicant shall be specified
 - iii) The fees shall be set according to the fee schedule (see Appendix B, Fee Schedule).
 - iv) The Trustees and Church Administrator shall decide whether to adopt the facilities scheduler's recommendation or to revise and/or amend it.
- g. The facilities scheduler shall then contact the applicant to inform them of the ruling.
 - h. If the decision is in favor of the applicant, then the applicant must submit a non-refundable security deposit and anything else requested by the Trustees and Church Administrator to the office. The reservation shall be booked only after the security deposit is submitted, all paperwork is submitted, and the maximum reservation lead-time has passed (see Section 4, Hierarchy of Uses).
 - i. When the reservation is made, the facilities scheduler shall contact ministry staff, sextons, A/V technicians, custodians, and any other church official that will be working at the event. The facilities scheduler shall use discretion for when and how much contact is needed. All communication and coordination shall meet church quality standards. The facilities scheduler shall keep a file of current reservations along with contact information for all people involved with the event in the office.
3. Key Issue Policy and Procedure
- a. Keys to the facility are available for responsible persons who are ministry leaders who have a compelling reason to have access to the facility.
 - b. When a key holder opens the door for people to use the facility, the key holder shall be the responsible person who holds the duty of overseeing the use of the facility.
 - c. All prospective key holders must sign the Key Issue Agreement before they will be issued a key.
 - d. The loaning of keys to another person, including spouses, is strictly prohibited without the prior written consent of the Board of Trustees. Also, copying keys is strictly prohibited without the prior written consent of the Board of Trustees.
 - e. The key holder shall agree to act responsibly and not lose or damage the key(s). If a key is lost or damaged, the key holder shall pay a fee in order to receive a replacement. The fee shall be set by the Trustees and Church Administrator and approved by the Board of Trustees. The fee shall not apply to keys damaged by normal wear-and-tear and the key(s) shall be replaced at no charge to the key holder under this circumstance.
 - f. If a key holder's membership falls out of good standing or the key holder is no longer employed by the church, the key(s) shall be returned to the Church Administrator.
 - g. The following shall be the procedure for the issuing of keys:
 - i) The person requesting a key shall submit a request to the Church Administrator stating the reason that the key is an essential tool for the ministry in which they are involved.
 - ii) The Church Administrator shall give a Key Issue Agreement to the person requesting the key and they shall read, sign, and return a Key Issue Agreement to the Church Administrator.
 - iii) The Church Administrator shall keep a written record of all key holders and the keys that have been issued.

6. General Guidelines and Regulations

1. The church reserves the right to cancel events or reschedule events based on need for the facility.
2. The church reserves the right to terminate uses of the facility or to make any adjustments needed, which in our opinion, violate our doctrine or violate this policy.

3. Custodian's, A/V technician's, and Food Service Coordinator's services are offered by the church for a fee; substitutes provided by the user are not permitted, except where permitted by the Church Administrator.
4. Setup, tear-down, and equipment use
 - a. The users shall be responsible to provide all equipment and consumable supplies for the event, unless other arrangements have been made with the church. The church shall not provide equipment and supplies unless listed on the application and approved by the church.
 - b. The user shall be responsible to leave the facility in the same or better condition as found at the beginning of the event. The facility shall be left clean and neat. All trash and consumables must be placed in appropriate trash containers upon completion of event. All furnishings, decorations, accessories, etc. of the user must be removed from the facility the same day as the event so that the facility may be cleaned and prepared for the next use. Any additional clean up or arranging of furniture or equipment may result in additional charges to the user.
 - c. Scenery, decorations or displays may not be attached to the floors, ceilings or walls by means of screws, nails, etc. Only approved tape and approved hardware shall be permitted to fasten items to the walls and ceiling (see Appendix C, Approved Materials List).
 - d. Helium balloons are prohibited in the Family Life Center as they will interfere with the fire alarm system. Decorations such as streamers and ceiling hangings shall not be left overnight as they may interfere with the burglar alarm system. Do not cover, block, or in any way impede alarm devices by hanging decorations in front of or from alarm devices. Please be sure to inform the facilities scheduler if a smoke machine will be used during your event so proper measures can be taken to prevent false alarms.
 - e. Church property may not be moved without prior approval or without the supervision and direction of a trustee. An additional fee may be charged to move any church property as listed in the fee schedule.
 - f. A Building Clean Up Checklist (SEE Appendix B) shall be completed at the conclusion of the event and submitted to the office by the responsible person in charge of the event.
 - g. Only a sexton or Trustee shall be permitted to adjust the settings on the thermostats. Please report any comfort issues to the Trustees.
 - h. The user is encouraged to take all personal belongings (including clothing and personal items) with them at the end of each day. The church shall not be responsible for items left in the building.
5. Injuries, accidents, and damages
 - a. The church shall not be responsible for any injuries or accidents.
 - b. All injuries to users that occur at the facilities shall be reported to the office within 24 hours. If the injury occurs on a weekend, it shall be reported by 3:00 p.m. Monday.
 - c. The user shall report any damage to equipment or the facility to the office within 24 hours of the event. If the event took place on a weekend, the report shall be made by 3:00 p.m. Monday. The report shall be made to the office regardless of whether the user caused the damage or not. The user shall be responsible for the repair or replacement of damaged or missing property at the discretion of the church.
6. Code of conduct
 - a. Parents shall be directly responsible for the supervision of their children while using the facility. Children must be supervised at all times and this responsibility may be delegated by the parent(s) to an approved child care provider. Anyone responsible for the supervision of children must be in

direct control of the children under their care. The user shall abide by the church's Child Protection Policy.

- b. The playing of games that could cause damage to the facility is prohibited. Games and recreational activities shall be held in rooms, areas, and spaces suitable for the activity.
- c. No alcoholic beverages, illegal drugs, or weapons are permitted on church property. Use of tobacco products in any form shall not be permitted indoors. Waste from tobacco products shall be properly disposed of if one chooses to use tobacco products outdoors. Enforcement of this guideline is the responsibility of the user. Failure to enforce this regulation may result in forbidding the use of the facility in the future and extra clean up charges may apply at the discretion of the church.
- d. Gaming of any kind which includes the exchange of money or gifts will not be permitted at the facility.
- e. Profanity or disorderly conduct is prohibited while using the facility. Profanity and disorderly conduct shall be defined at the discretion of the church. Enforcement shall be the responsibility of the user. Failure to enforce this regulation may result in forbidding the use of the facility in the future.
- f. All users of the facilities shall be modestly dressed at all times. The definition of modest dress shall be at the discretion of the church leadership using biblical standards.
- g. All music used at the facilities shall be played at a non-offensive volume level. A non-offensive volume level shall be defined at the discretion of the church.
- h. Social dancing for weddings and any other activity is approved by the Church Board on a case-by-case basis.

7. Sports and Recreation

1. Section 5, Applications, Use Requests, and Procedures shall also apply for sports and recreational use.
2. Section 6, General Guidelines and Regulations shall also apply for sports and recreational use.
3. If a dining function is held in conjunction with this use, then Section 10, Dining Functions shall also apply.
4. Indoor athletic activities shall only occur in the Family Life Center. All use of athletic equipment and sports paraphernalia shall be contained to the gym area of the Family Life Center (i.e. balls shall not be bounced, rolled, or thrown in the lobby areas).
5. Setup and tear-down
 - a. Only a responsible person who has received proper training from the appropriate church official shall be in charge of setup and tear down of athletic and recreational equipment. Others may assist in the setup and tear down, but the responsible person shall supervise and be in direct control of the work.
 - b. The responsible person who operates the fold-up motor-operated basketball backboard shall make certain that there is no one directly under the backboard and its mounting assembly while it is in motion and until the backboard assembly is completely stopped and locked into position.
 - c. All equipment shall be returned in good condition to the appropriate location at the conclusion of the activity.
 - d. The pull-down door on the control room shall be closed prior to the start of any athletic or recreational event. A sexton or an A/V technician shall be responsible for closing the door.

- e. All guards shall be installed and locked in place prior to the start of any athletic or recreational event. The sexton shall be responsible to see that this is done. If you notice any guard that is missing or unlocked, notify a sexton or Trustee prior to the start of the event.
- 6. Children shall be supervised at all times in accordance with the code of conduct found in Section 6, General Guidelines and Regulations
- 7. The following sports and activities are prohibited inside the facilities:
 - a. Indoor soccer
 - b. Indoor hockey
 - c. Indoor baseball or softball
 - d. Indoor track and field activities involving the throwing or launching of objects
 - e. Dodge ball (only permitted with approved balls)
 - f. Indoor rollerblading.
 - g. Skateboarding and stunt bike riding
 - h. Tackle football. Touch and flag football is permitted outdoors.
 - i. Rugby
 - j. Lacrosse
 - k. Indoor archery
 - l. Paint ball
 - m. Shooting sports involving firearms
 - n. The operation of any unregistered motorized vehicle for pleasure.
 - o. Motorsports, such as racing. Vehicle shows are permitted as long as all vehicles are operated in a manner that is safe and respectful to the church and its facilities.
 - p. Any activity that has a significant chance of causing damage or excess wear-and-tear on the church's facilities or any activity that presents a high risk of injury to the participants due to the inherent nature of the activity. Any questionable activities must be approved by the Trustees and Church Administrator before they can occur.

8. Weddings

- 1. Section 5, Applications, Use Requests, and Procedures shall also apply for wedding use.
- 2. Section 6, General Guidelines and Regulations shall also apply for wedding use.
- 3. If a dining function is held in conjunction with this use, then Section 10, Dining Functions shall also apply.
- 4. Trustees or other church officials may be available for a fee according to the fee schedule (see Appendix A, Rental Fee Schedule).
- 5. The Great Room will also be reserved for rehearsal the evening before the wedding and is included in the rental fee. A sexton or an approved A/V technician must be present at the rehearsal, unless previously approved arrangements have been made by the church.
- 6. Dressing rooms are available.
 - a. For weddings in the Great Room, dressing rooms shall be Rooms 24/25 and/or Rooms 10/11. Men and women shall use separate dressing rooms.

- b. For weddings in the FLC, dressing rooms shall be Rooms 10/11 and/or Rooms 24/25. Men and women shall use separate dressing rooms.
- 7. The church does not provide any wedding planning/consulting, catering or childcare services. A childcare room may be rented.
- 8. Candle usage:
 - a. Florists shall be required to provide large size drip cloths for candles, or make some provision to prevent wax from falling onto the floor. The heating and cooling system may blow wax a short distance from the candelabra.
 - b. As well as plastic under candles, care should be taken to snuff candles with candlesnuffers rather than blowing them out.
 - c. All candles shall be the driplless type with protective plastic placed under the holders.
 - d. Let candles cool for a few minutes before moving candelabra.
 - e. Care should be taken to prevent and eliminate fire hazards.
 - f. Any damage caused by candle usage shall be the responsibility of the user.
- 9. All decorative items and floral / greenery arrangements must be freestanding (i.e., not attached to or hanging from walls ceilings, etc.). The user must submit all exception requests to the Trustees for consideration.
- 10. Only approved tape may be used (see Appendix C, Approved Materials Lists).
- 11. Cording, clear fishing line, or pew clips available at craft or floral supply stores may be used to attach pew bows to ends of pews, provided the clips are not so tight that they scratch any surface of the pews.
- 12. Confetti, rice or birdseed may not be used.
- 13. Only approved items may be placed on the piano and organ in the Great Room.

9. Funerals

- 1. Section 5, Applications, Use Requests, and Procedures shall also apply for funeral use.
- 2. Section 6, General Guidelines and Regulations shall also apply for funeral use.
- 3. If a dining function is held in conjunction with this use, then Section 10, Dining Functions shall also apply.
- 4. Church officials may be available for a fee according to the price schedule.
- 5. The Great Room will also be reserved for the viewing during the afternoon and evening before the funeral, upon request, and is included in the one-day rental fee.
- 6. Rooms for the family are available:
 - a. For funerals in the Great Room, and/or FLC use Rooms 10/11.
- 7. The church does not provide any childcare services. A childcare room may be available.
- 8. Candle usage:
 - a. Users shall be required to provide large size drip cloths for candles, or make some provision to prevent wax from falling onto the floor. The heating and cooling system may blow wax a short distance from the candelabra.
 - b. As well as plastic under candles, care should be taken to snuff candles with candlesnuffers rather than blowing them out.
 - c. All candles shall be the driplless type with protective plastic placed under the holders.

- d. Let candles cool for a few minutes before moving candelabra.
 - e. Care should be taken to prevent and eliminate fire hazards.
 - f. Any damage caused by candle usage shall be the responsibility of the user.
9. All decorative items and floral / greenery arrangements must be freestanding (i.e., not attached to or hanging from walls ceilings, etc.). The user must submit all exception requests to the Trustees for consideration.
 10. Only approved tape may be used (see Appendix C, Approved Materials Lists). See the General Guidelines and Regulations.
 11. Only approved items may be placed on the piano and organ in the Great Room.

10. Dining Functions

1. Section 5, General Guidelines and Regulations shall also apply to dining use.
2. If any other use is held in conjunction with a dining function, then other portions of sections of this policy may apply.
3. There may be time limitations on Saturday evening events.
4. The Kitchen is available. The preparation of food in a kitchen will require the direction of or services of a Food Services Coordinator, for whose time a fee may be charged. There are certain restrictions on Saturday evening and Sunday receptions.
5. If the kitchen needs to be reserved for any additional time the day before the event for food preparation, a Food Service Coordinator or approved worker must be approved or present and a fee may be charged for this service.
6. Substitutes by the user for A/V technician's and Food Service Coordinator's services are not permitted, unless previously approved by the Church Administrator.
7. If you need the facility prior to your event for setup, an additional fee may be charged.
8. Church property may not be moved without prior approval or without the supervision and direction of the Trustees. An additional fee may be charged to move any church property.
9. The church does not provide decorations for use in events.
10. All decorative items and floral/greenery arrangements must be freestanding (i.e., not attached to or hanging from walls ceilings, etc.). The applicant must submit all exception requests to the Trustees for their consideration.

11. Appeals Procedure

1. The deadline for the appeal submittal by the applicant shall be 15 days from the date that the decision is made by the Trustees and Church Administrator. The appeals form shall be completed and submitted to the office. The office shall contact the chairman of the Trustees and Church Administrator about the issue.
2. The Trustees and Church Administrator shall make a ruling on the issue promptly. All decisions made by the Trustees and Church Administrator shall fall within the scope of the authority of policy and/or doctrinal position set forth by the Church Board. The Trustees and Church Administrator may request rulings from the Church Board in situations where doctrinal questions arise.
3. The office shall contact the applicant in regard to all rulings on appeals.

12. Amendment Procedure

1. This amendment procedure shall apply to the core of this policy manual. This amendment procedure shall not apply to revisions of the supporting documents found in the appendix of this policy manual. The supporting documents may be revised at any time by simple majority vote of the Trustees and Church Administrator to serve the needs of the church according to the church's standards of quality for service and ministry.
2. Any changes to the Fee Schedule shall be approved by the Trustees and Church Administrator by simple majority vote and shall be forwarded on to the Church Board for final approval.
3. Updated forms, worksheets, fee schedules, timelines, and any other supporting documents shall be printed and distributed promptly to all ministry leaders who use and apply this policy.
4. Review by Trustees and Church Administrator
 - a. After final approval, if this policy must be amended or revised in any way, the Trustees and Church Administrator shall hear the proposal.
 - b. The Trustees and Church Administrator shall hear the circumstances that create the underlying reason(s) for the proposed amendment.
 - c. The Trustees and Church Administrator shall review and refine the proposal and shall decide to approve or disapprove it with the full voting membership present. To approve an amendment, two-thirds vote of the voting membership of the Trustees and Church Administrator in favor of the proposed amendment shall be required.
 - d. If the amendment is approved, a draft of the revised Facilities Use Policy shall be forwarded to the Church Board for their review and approval.
5. Review by Church Board
 - a. After the Trustees and Church Administrator approves a proposed amendment, a draft of the revised policy and any supporting documents explaining the reasons for the amendment shall be forwarded to the Church Board for review.
 - b. The Church Board shall hear the case with full voting membership present.
 - c. To approve the amendment, a majority vote of the voting membership in favor of the proposal shall be required.
6. After final approval, the revised Facilities Use Policy Manual shall be reprinted and distributed to all ministry leaders who use and apply this policy. All preceding Facilities Use Policy Manuals shall become null and void.

Appendix A
Facility Map
Rental Fee Schedule

Facility Map



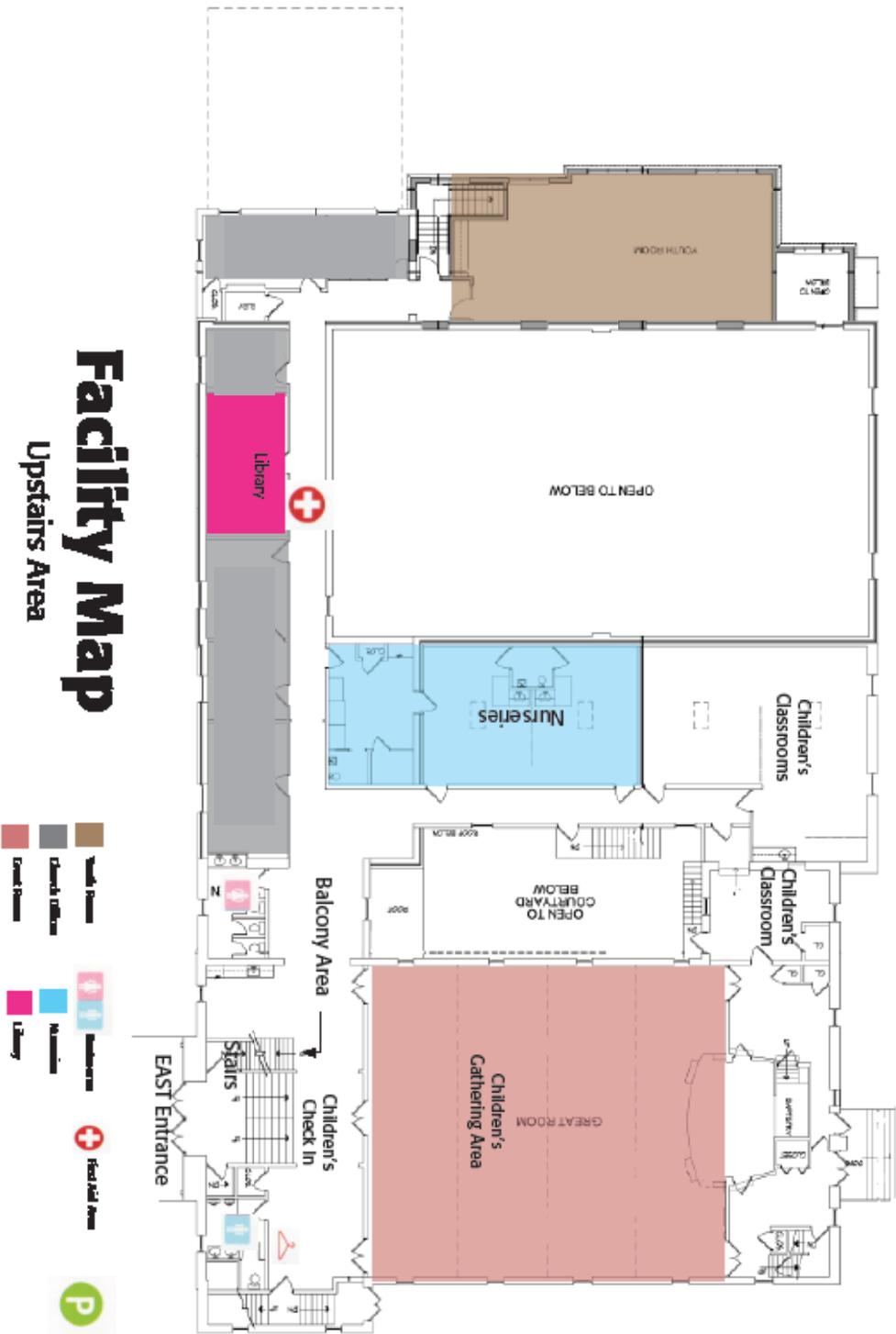
 **Crossroads Church**
 4140 University Ave. - Columbus, GA
 31906-3400
 Phone: 706.325.1234
 Fax: 706.325.1235
 Website: www.crossroadschurch.com

Facility Map

Administrative Area

-  Classrooms
-  Gymnasium
-  Entrance
-  Fellowship Hall
-  Adult Program
-  Restroom
-  Prayer Room
-  Reception
-  Office
-  Storage

Facility Map (East Entrance)



**Cross Roads BIC Church
Facility Rental Rates
0 – 4 Hours**

RATES PER HOUR (ONE HOUR MINIMUM USAGE)

Use Classification	MEMBER/ ATTENDER (MA)		MA	MA	NON- PROFITS	PROFITS
Security Deposit (Non-refundable)					\$ 50	\$ 50
Family Life Center Areas						
Sports Activities				Donation	Donation*	\$ 150
Outside Activities		(Donation Basis)				
OPTIONS for FLC						
Cafe Use (water/seating only)				0	0	0
Cafe/Kitchen Use (all equipment)				0	??	\$ 150
Youth Room				0	Donation	\$ 75
Upstairs nurseries	(N/A)					
Restroom w. Shower	(N/A)					
Control table w/Tech	\$50 for up to 3 hrs (\$12 per add'l hour for Tech)					
Trustee present	\$12 per hour as needed for Non-profits and Profits					
Kitchen Help	\$12 per hour as needed for Non-profits and Profits					
Set up stage & equip	\$12 per hour as needed for Profits					
Set up tables and/or chairs	\$12 per hour as needed for Profits					
Special set up	\$12 per hour as needed for Profits					
Classroom Rental				0	Donation	\$ 50
Parsonage Rental (No kitchen use)	\$ 30 per floor/ \$ 60 for both (Non-Profits & Profits)					
Options						
Portable PA rack w/tech				0	\$ 50	\$ 50
	(Tech is \$12 per hour over 3 hrs. additional)					
Fellowship Hall & Great Room				Donation	Donation*	\$ 75
Baptistry				Donation (Only by special request)		
Nurseries	(N/A)					

**Cross Roads BIC Church
Facility Rental Rates
DAY RATES**

RATES PER DAY

Use Classification	MA		MA	MA	NON-PROFITS	PROFITS
Security Deposit			0	0	\$ 50	\$ 50
Family Life Center Areas						
Sports Activities				0	Donation	\$ 300
Outside Activities			(Donation Basis)			
OPTIONS for FLC						
Cafe Use (water/seating only)				0	0	\$ 50
Cafe/Kitchen Use (all equipment)				0	Donation	\$ 150
Youth Room				0	Donation	\$ 75
Upstairs nurseries				Donation	N/A	N/A
Restroom w. Shower				Donation	N/A	N/A
Control table w/Tech (+ hourly fee)				0	\$ 50	\$ 50
Trustee present		\$ 12 per hour as needed for Non-Profits and Profits (As quoted) (As quoted) (As quoted)				
Kitchen Help						
Set up stage & equip						
Set up tables and/or chairs						
Special set up						
Classroom Rental				Donation	Donation	\$ 75
Parsonage Rental (No kitchen use)		\$ 30 per floor/ \$ 60 for both Non-Proft and/or Profits				
Options						
Portable PA rack w/tech				\$ 50 up to 3 hrs	\$ 50 (up to 3 hrs)	\$ 50 (up to 3 hrs)
		(Tech is \$12 per hour additional)				
Fellowship Hall & Great Room				Donation	Donation	\$ 150 up to 4 hrs
Baptistry				N/A	N/A	N/A
Nurseries				0	Donation	N/A

Appendix B

Forms



CROSS ROADS CHURCH
A Ministry in Christ Ministry
 800 Duneside Springs Road
 Mount Joy, PA 17523
 717/662-2626
 office@crossroadsbc.com

Event Request Form

For Emergency Use Only
 717/371-1526

- Member/Attender Non-Profit Profit
 Ministry Use

Person Making Request: _____ Date of Event: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Contact Phone: (____) _____ Email: _____

Group Name: _____ Purpose: _____

Time of Actual Event: From _____ To: _____

Time Needed in Room (Open/Close Church): From _____ To: _____

Number of People Expected: _____

Set Up Needs? Yes (Complete Section A) No

Food Needs? Yes (Complete Section B) No

Technology Needs? Yes (Complete Technology Form) No

(Includes TV/DVD, audio, projection)

Please Complete All Relevant Sections on Back

Make all checks payable to Cross Roads BIC Church. A \$50 non-refundable deposit is required and due at the time of application. The \$50 deposit will be applied toward the rental fee.

I have read, understand and agree to adhere to the guidelines for facility use (summary on reverse).

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Rental charge: \$ _____ Deposit/Donation received: Yes No Amount: \$ _____

Balance due: \$ _____

 Signature: Facilities Coordinator

 Date

CC: Trustee / AV tech / Food services / Custodian / Treas / Setup

Distributed: _____

Section A: Set Up

Facility Areas Requested

- Family Life Center (FLC) Café Area FLC & Café Areas
 Fellowship Hall Classroom(s) _____
 Great Room Child Care areas

How many tables needed? _____ Round Tables Rectangular Tables

Diagram set up on separate piece of paper and attach.

Other Notes: _____

Section B: Food Needs

- Kitchen Use Contact Kitchen Coordinator for more details and usage requirements at _____

If catered, name of caterer: _____ License # _____

Other: _____

Section C: Technology Form

If needed, complete attached Technology Form.

Facility Use General Guidelines

Use of the Cross Roads Church Facility is to be in harmony with the principles and standards of the congregation and the Brethren in Christ Church. The following is a summary of the Guidelines found in greater detail and explanation in the *Facilities Use Policy Manual*, Sections 6 – 10. This *Manual* is available as a PDF online at our website— www.crossroadsble.com — or through the Church Office.

1. Intended activities and music should be in keeping with the ethical standards outlined in the *Facilities Use Policy Manual*.
2. Use of other areas of the Facility will not be permitted during scheduled services or programs of the congregation.
3. Regular and planned congregational functions have priority over other users.
4. General rules of facility use include no smoking, alcohol beverages and/or illegal drugs anywhere in the facility. Food and drink must stay in the area where served, except by prior permission. Athletic equipment used must meet the standards outlined in Section 7.7 of the *Manual*.
5. The User assumes all responsibility and liability for proper and appropriate use of the facility areas rented.
6. The building shall be vacated by 10:30 PM unless previously arranged.
7. Users:
 - Agree to return the room(s) to the condition as it was when they arrived (vacuumed, etc.)
 - Provide adult (21+) supervision for activities. Children must be supervised at all times.
 - Immediately report any soil or spillage to the Trustees or Custodians.
 - Make sure all lights are turned off and doors shut and locked when leaving.
 - Do not change thermostat settings. Trustees pre-set the thermostats for facility use.
8. Paper products and supplies are the user's responsibility to provide. All garbage must be removed from the premises. Use of Cross Roads Church's supplies is not permitted unless previously arranged.

Building Clean-Up Checklist

In planning your event, please plan for sufficient clean-up help ahead of time. It is the responsibility of the User/Renter to see that clean-up guidelines are followed. The Deposit check will be returned to the User if the following are completed and there is no damage to the facility or its contents.

Date of Event: _____

Name of Renter/User: _____

- All decorations are to be removed from the rooms before leaving.
- Trash must be removed (from each area used) and taken from the premises, if an outside rental group. (Do not pour liquids into bags.)
- Tables and chairs need to be wiped down (if food/drink used) and ready for tear down.
- Floors need to be vacuumed or swept. If the FLC (Family Life Center) has been used, the floor need to be dry-mopped. A vacuum cleaner and dry-mop are available for your use in the Custodial Closet near the FLC.
- Restrooms need to be left in the condition and order in which they were found. Wipe sinks and counter tops dry.
- Clean and return all kitchen utensils, silverware, plates and serving bowls to their original places.
- All paper supplies shall be supplied by the rental group. Paper supplies on location are reserved for Cross Roads use.
- All food items shall be removed from refrigerators and freezers the same day as the rental. Any left food items may be discarded by Cross Roads.
- Coffee maker(s) are available for use. Coffee supplies, creamers, sugar, and so forth shall be supplied by the rental party.
- All Cross Roads dishcloths, towels, hot pads, cloth table coverings, if used, need to be washed and returned within two days following the event. (Check with the Church Office to make sure the church does not have an event planned the following day.)
- NOTE: Full carts of tables or chairs cannot be rolled on any carpeted areas.
- Clean and wipe down all sinks, counter tops, ovens and burners. Inform the Church Office of any spills on carpeted areas.
- Turn all burners and ovens off.

Sign, date and place in the Church Office mailbox in the south entrance gathering area.

Signature

Date

Phone

Appendix C

Approved Materials & Methods

Approved Materials and Methods for Attaching Decorations

The following is a list of approved materials and methods for attaching decorations to walls and ceilings. Please feel free to contact a Trustee if you have any questions.

For painted drywall surfaces:

- 3M Blue or Purple tape with at least a 7-day pull-off guarantee
- Fasten the decoration with as little tape as possible to do the job.
- Remove tape as soon as possible after your event. Pull the tape slowly to avoid pulling paint from the walls. Make sure all tape and residue has been completely removed.
- Attach decorations using existing tack strips or picture rails if possible.
- Poster putty with a pull-off and non-staining guarantee

For wallpapered surfaces:

- The application of tape of any type to wallpapered surfaces shall be prohibited.
- The application of poster putty to wallpapered surfaces shall be prohibited.

For finished wood surfaces:

- The application of tape of any type to finished wood surfaces shall be prohibited.
- The application of poster putty to finished wood surfaces shall be prohibited.

For painted concrete block surfaces:

- Hang decorations only from the existing tack strips or picture rail.
- Tape approved for painted drywall surfaces is permitted, however, it may not hold very well on the porous surfaces.

For ceramic tile or plastic laminate surfaces (i.e. Formica® such as found on countertops and backsplashes):

- Attach decorations using existing tack strips or picture rails if possible.
- 3M Blue or Purple tape with at least a 7-day pull-off guarantee
- Fasten the decoration with as little tape as possible to do the job. Remove tape as soon as possible after your event. Pull the tape slowly. Make sure all tape and residue has been completely removed.
- Poster putty with a pull-off and non-staining guarantee
- Adhesive hooks and double-sided mounting tape (3M brand or equal) only with the prior permission of the facilities scheduler.

For suspended ceiling tile:

- Do not lift the ceiling tile out of the track yourself. If this is required, contact the Trustees.
- Hang decorations using Barnacle® Acoustical Hangers. This method is very clean and aesthetically pleasing, creating the best environment for you. Hang no more than 20 lbs from each hanger or section

of ceiling tile track. Use string, cording, line, or fasteners with a strength great enough to carry the load of your decoration.

For carpeted surfaces:

- 3M Blue or Purple tape with at least a 7-day pull-off guarantee.
- Remove tape as soon as possible after your event. Pull the tape slowly. Make sure all tape and residue has been completely removed.

For bulletin boards or corkboards:

- Contact the Trustees to see which bulletin boards are available for your use.
- Use standard push-pins, thumb-tacks, or staples.
- Do not punch through existing posters, signs, or decorations.

For furnishings:

- Decorations may be tied to furnishings using any type of string, cording, or ribbon that will not damage the furnishing. Please completely remove all string and cording immediately after your event.
- 3M Blue or Purple tape may be applied to plastic or metal surfaces. The application of tape to wood or upholstered surfaces shall be prohibited. Remove tape as soon as possible after your event. Pull the tape slowly to avoid pulling paint from surfaces. Make sure all tape and residue has been completely removed.

For wood shelves and sills:

- Decorations may be set on wood shelves or sills. If the decoration contains water or wax, use a coaster or saucer to prevent staining or otherwise damaging the wood surfaces.

Other things that you should be aware of:

- Use extra care when fastening decorations to bulletin boards in children's play areas. If tacks or staples get dropped and are not picked up, a child could be injured when crawling around on the floor.
- Use common sense. Ask a Trustee if you are not sure.

The following materials and methods shall be prohibited in all cases:

- Nails, brads, and screws
- Any type of glue applied to the facility or equipment
- Any metal hardware that is not on the approved list that punches a hole through a surface
- Any material or method that is not manufactured for or intended for the particular use
- Any material or method that could cause gouging, stripping, scarring, or any type of damage to church property.

Appendix D
Commentary

Commentary

Use this commentary to gain understanding on why specific provisions of policy have been included and for reminders of special considerations when using the facilities and applying the policy. It is recommended that when revisions to the policy are made in the future, the reason(s) behind the revisions are documented and recorded in this commentary to maintain the integrity and legitimacy of the policy.

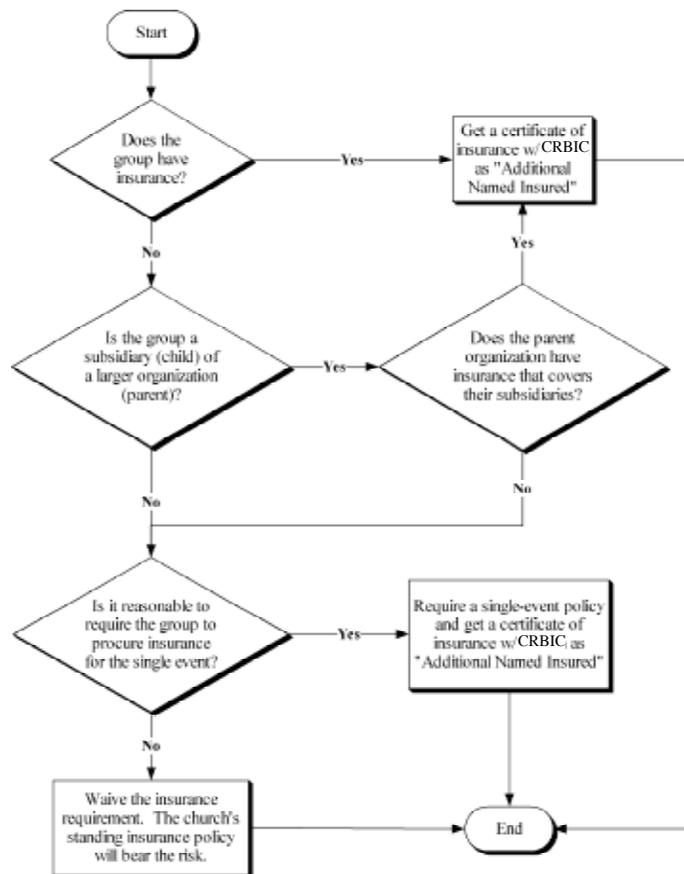
Question:

Should we require a small "outside" group to provide a certificate of insurance?

Objectives:

1. Make our facility available for use so that we can reach out to our community.
2. Protect the interests of the church so that our future ministry will not be hindered by managing risk in a reasonable and responsible fashion.

Logic to be applied: Use the following flow chart to guide the decision-making process to ensure consistency and respect for all applicants.



See next page for further explanation and examples.

Part of the church's mission is to reach out to our community so that we may be "salt and light". We are also aware that certain risks occur when we open our doors for outside groups to use our facility. The Bible instructs us to seek first the kingdom of God and to walk in wisdom. Ephesians 5:15 tell us to "...walk circumspectly, not as fools but as wise,..." Therefore, we will seek to require proof of insurance whenever it is reasonable to do so.

First, we must be diligent to confirm whether or not a small group has insurance. Experience has shown that the leaders of some small organizations who are local chapters of a larger, sometimes national, organization, are not aware that their parent organization has a standing insurance policy that covers the risk carried by all of its subsidiaries. In order to do our duty and serve the church members who we represent, we must be diligent to find out the facts. The leader of the small organization should be diligent to seek and procure the benefits provided by the parent organization.

If the applicant is a group in the local community with no parent organization backing them, then discernment should be used to determine if it is reasonable to require a single-event policy if the group does not carry insurance. If it is reasonable, then the group should be required to provide proof of insurance. The determination for what is "reasonable" must be made on a case-by-case basis.

For example, a small civic organization makes a request to use the facility for an event in which they will sell tickets for \$10 each and they plan to sell 500 tickets. They carry no insurance and they get a quote for a single-event policy of \$500. The burden that the group would carry would be \$1 per ticket. It would be reasonable to require the insurance because the group could simply sell tickets for \$11 each rather than \$10 each. The use of the facility would not be hindered by the administrative requirement and the interests of the church would be protected.

In another scenario, say a small civic group makes a request to use the facility for an event in which 20 people will attend for \$10 admission each. If the same single-event policy costs \$500, the burden would be \$25 per person and tickets would need to be sold for \$35 each. That would be unreasonable because that would hinder the group from holding their event at our facility. The risk to the church is relatively low because only 20 people will be in attendance. In this case, the requirement can be waived by the committee and the church's standing insurance policy would cover the risk.

The following comments are referenced to specific provisions in the policy:

§4. The time scale for submitting requests and booking reservations was developed to balance the objectives of making the facility available for a wide-array of uses in order to reach out to those around us and protecting the interests of the church so that our current and future ministry will not be jeopardized. The Bible refers to "the church" as Christ's bride for whom He will return. The institution of "the church" is for the fellowship of believers, ones who have committed their lives to Christ, to be trained, equipped, and nurtured, so that all believers may live righteously before God and bear witness to His goodness and in doing so, fulfill the Great Commission. Jesus made it very clear by His example here on earth that the church must be kept pure and must remain focused on the purposes of God. Therefore, the committee has drafted provisions into policy with in the intention of placing "ministry" first. Determining what is and what is not ministry is beyond the scope of the mission of this committee; the committee will use the congregational council book as a guide as well as consult with the pastor on what is an official ministry of the church. The hierarchy of uses gives the most latitude to official ministries of the church and specifies timeframes for which the other use classifications can be booked in order to protect the core mission of our church.

Incentive for membership is built in to give people a tangible reward for committing themselves to our particular organization, a subset of Christ's church. The policy provides benefits (i.e. discounted rates) for organizations that have a mission similar to ours (affiliates) so that we may partner with them in fulfilling the purposes of God and provides benefits to non-profit, civic-minded, organizations that do much good for our community. The policy also allows businesses to use our facilities so that we may "rub shoulders" with the influential business people in our community so that we may be "salt and light".

Care should be taken in executing the policy with the understanding that in order to preserve our "ministry first" position, promises cannot be made for certain classifications of use until a specified time prior to the event. This will ensure that our staff and lay-leaders have ample opportunity to book uses of the facility and that our core ministries will not get "blocked out" by other uses that are not "official ministries".

§4. Class 2 was created for family-oriented functions, such as weddings, funerals, anniversaries, and showers. Family values are something that almost all Christians hold in high-regard and for which there has been a strong history of support by the church. This policy was structured to support family values.

As the policy was being drafted, the committee had submitted a rate sheet to the Church Board. At that time, the Church Board had ruled that there should be no fee for members to use the facilities for family-oriented functions; therefore, a Class 2 (member, non-member but regular-attender) was created. This allows for rates to be set at "no-charge" on the rate schedule for Class 2 uses. When this policy was first drafted, a deeply-discounted fee was set for Class 2 uses.

§4.2. Class 2 needs to have an 18 month lead time rather than one year because it is typical for our members to start planning weddings more than one year in advance. This also provides an incentive for membership.

§4.3. A definition for "fundraiser" was also added to help clearly portray the intent of the provision. The Church Board's goal in making this provision was to make the facility more readily available for our affiliates.

§4.4.b. The church representative should pay attention to regular scheduled church activities (i.e. Sunday and Wednesday programs).

§4.5.b. A "special" classification was created for Class 5 because our organization has shown interest in hosting Christian concerts that are sometimes not hosted by an official ministry group of the church and is promoted by a professional company that will make a profit from the event. The fact that the promoter is a business and an official ministry is not the host places the use into Class 5. The event would not be feasible if we gave a conditional promise to use the facility which could be broken by the church until 60 days before the event; therefore, we created the "special" classification to allow the reservation to be booked 12 months prior to the event. When the "special" classification is assigned, ministry staff should be brought in on the negotiations to ensure that they are in agreement with committing to the event.

§4.5.b. The church representative should pay attention to regular scheduled church activities (i.e. Sunday and Wednesday programs).

§5.3.g. Membership and leadership has its privileges. This could be a great incentive for people to step up and take leadership positions in ministry. When this policy was written, it was acceptable practice for keyholders to use the gym on an impromptu basis. At that time, the people using the facility were respectful and were not causing a problem, so the committee drafted this provision to allow impromptu use of the gym (the "no-harm, no-foul" principle was applied).

§6.4.d. Helium balloons in the multi-purpose room will set off the fire alarm system. Laser beam type smoke detectors are utilized on the ceiling of the multi-purpose and anything that blocks the path of the laser beam will make it appear to the system as though there is smoke in the building.

§6.4.d. It has been reported that decorations hanging from the ceiling can set off the burglar alarm when the heat comes on and air blows through the diffusers. Decorations may or may not cause a problem; it is difficult to know for sure.

§6.5.a. Release forms may need to be signed and on file pursuant to other church policies.

§6.6.a. The church representative shall explain the Child Protection Policy to the user prior to the event.

§6.6.b. Refer to the definitions section to understand the purpose and intended use for various rooms and spaces.

§7.5.a. When this policy was written, we did not have a "facilities scheduler" on staff and the position was conceptual, at best. The provision for "responsible person" was drafted into the policy to give more flexibility than saying that the facilities scheduler must be responsible for set-up and tear-down. A worthy goal would be to further define what a "responsible person" is, provide training for responsible persons, and keep record of who the trained responsible persons are.

§7.5.e. This will prevent bodily injury in a collision near a light switch and damage to the switch cover door.

§7.8. Any prohibited activity may be reconsidered by the Trustees and Church Administrator and the Church Board by way of a formal proposal detailing how the activity can be conducted in a manner that is safe for participants and the facility and that risk is managed well. Use the appeals procedure to allow a group who wishes to do a prohibited activity to be heard and to balance the objectives of making the facility available for use and managing risk well.

§7.8.h. The nature of these sports present a high risk of injury to the players, and it's in the church's best interest from a liability standpoint to prohibit these activities.

§7.8.i. The nature of these sports present a high risk of injury to the players, and it's in the church's best interest from a liability standpoint to prohibit these activities.

§7.8.j. The nature of these sports present a high risk of injury to the players, and it's in the church's best interest from a liability standpoint to prohibit these activities.

§7.8.k. The Trustees are uncertain as to how indoor archery activities will be conducted. We have added this activity to the prohibited activities list for now. We would be open to reviewing a formal proposal from the Youth Director detailing how indoor archery activities could be operated in a way that would be safe for participants and present a low risk of excess wear-and-tear on the facility.

§12.6. The revision date shall be on the cover of the Facilities Use Manual, and the manual shall be reprinted in it's entirety to prevent confusion due to fragmented documents.

Appendix D. Ceiling tile can be easily damaged. We would prefer that a church official perform this task to minimize damage.

Appendix D. Available from Highsmith® School Products, www.highsmith.com, 800-558-2110 or a local hardware store.

*Special thanks to Antrim BIC Church in Chambersburg, PA, for their helpful and complete Facility Use Policy guide, upon which this policy is based.