

Facility Use Policy

Crestview Baptist Church's property and facilities were provided through God's benevolence and by the sacrificial generosity of church members. We desire that our facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we may make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings as reflected in the Bible and the church's Statement of Beliefs. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The Pastoral staff shall be the final decision-making authority regarding whether any proposed facility/property use is in conformity to the church's doctrinal beliefs.

For details regarding weddings, please see Crestview's Wedding Policy Manual.

Criteria to Determine Building Use:

- Activity fulfills Crestview's mission and furthers the church's exempt purposes and is directly connected to a current CBC ministry.
- Activity or event is sponsored by a CBC minister, or stakeholder church member who will be present and responsible during use.
- Space availability (use of facilities is scheduled on a first-come, first served basis). In case of scheduling conflict, the priority use will be in accordance with the language below.
- How use impacts other programs
- Evaluation of safety/legal issues
- Limited to (3) Non-CBC ministry programming uses at any one time and limited to a 90-day commitment subject to change for ministry demands.

Approved Users and Priority of Use

Requests for use of space at Crestview will be categorized into the following order of priority:

1. Regular Church Programming
2. Special Church Ministry Functions
3. Funerals, memorials, and related meals

4. Outside 501(c)3 organizations whose faith and practices agree with Crestview's faith and practice.
5. Individual member requests. PLEASE NOTE: A facility cleaning/sanitizing fee of \$75 will be assessed and is due prior to use. _____ initial here

Facility Use Hours

Outside of regular church programming and special church ministry functions, the facilities are available between the hours of 8:00 a.m. and 5:00 p.m. for reservation. Use beyond these hours requires special permission and will be limited to single space use. Usage may not be transferred to any other person or group in whole or in part without notifying the church office in advance of use.

Scheduling Events

1. All requests for the use of the facilities must be made in writing using a Facility Request Form and scheduled through the church office at least two (2) weeks in advance of use.
2. A Crestview staff member will contact you to confirm request as approved or denied within five (5) business days.
3. Church sponsored Holidays and the two- weeks of Camp Crestview or the week immediately preceding or following camp are specifically excluded from consideration.
4. Regularly scheduled church ministry and church ministry events are given priority in building use. We reserve the right to cancel or pre-empt scheduled use if facilities are required for use by Crestview without liability. In cases where this becomes necessary, an alternate space (if available) will be offered or an opportunity for rescheduling will be given.
5. Additionally, **outside user groups** will be required to submit a Facility Use Agreement Form and provide the church with a Certificate of Insurance of general liability coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

Statement of Policy:

- Activities and programs are limited to the space that is assigned.
- Opening and securing areas to be used is the responsibility of user and a key card will be issued for this purpose. Crestview is committed to providing an environment that is safe for children and youth and that will protect them from abuse while they are involved in both church and non-church sponsored activities

that make direct or indirect use of our facilities. All church employees, members, volunteers, and outside User Groups are required to comply with the church's Child Protection Policies, obtain parental permission in writing for involvement by minors in activities on church grounds and keep all doors to classrooms open and unlocked during building use.

User agrees to reimburse Crestview for the costs incurred for Child Protection Policy Training and Background Screening if applicable to requested use, at the cost of \$15 per person. _____ initial here

- Youth under the age of 18 must always be accompanied by adult supervisors. Children are not permitted to roam freely about the church property
- No fundraising or sales may take place on Crestview premises without prior approval of church leadership.
- Use of buildings shall be done in conformity with city fire and safety ordinances. The use of church property should not pose a significant risk of harm to participants or to the property. Nor should it unduly expose Crestview to liability or disturb surrounding neighbors. Use of candles or open flames prohibited.
- Use of buildings must be done with behavior consistent with Biblical teachings. Vulgar or profane language and inappropriate behavior is not acceptable. Gambling, and the serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor areas and parking lots. User groups acknowledges that explosives, and fireworks are not permitted anywhere on the church grounds or its facilities.
- No property, facilities, or equipment belonging to Crestview shall be used by any person or organization for partisan political activities. Solicitation for distribution of politically related handbills or advertisements on church grounds is not permitted.
- No roller-skating, roller blading or skateboarding is allowed inside the facilities.
- Thermostats, if adjusted for comfort must be returned to original setting at the end of the event.
- No pets, except for bona fide service animals, are permitted inside church buildings.
- User agrees to honor copyright laws and will not use any of the audio or video equipment in a way that violates them or infringes on any copyrighted materials.
- The user is expected to leave the building clean and in the same condition as was prior to use and must remove all items and/or decorations associated with

their event immediately following use. No decorations may be affixed to any surface without prior approval. Use of nails, tacks or adhesives is prohibited.

- All tables used should be wiped down, trash should be removed to dumpster, lights and equipment powered down, debris swept from floors and doors secured prior to leaving.
- Dining or the serving of food is limited to pre-approved areas. If meals are to be prepared in the church kitchen, a Hospitality Team member will demonstrate the equipment that will be used to prepare the meal. All cookware and utensils used during preparation is to be cleaned and returned to designated area. Nothing is to be left in sinks, on counters, or in dishwasher. Paper goods are available for use for all church sponsored events.
- Tablecloths may be checked out separately for use during church sponsored events. Tablecloths must be laundered and returned to the church office within five days of use, unless requested sooner.
- Any food left in refrigerator will be disposed of if left overnight unless prior arrangements have been made.
- All set up is to be completed by group requesting use. If furniture or equipment is to be moved, it must be done with the prior approval of Facilities Manager to maintain the quality of the building's furniture and equipment, and to prevent damage.
- It is prohibited to remove any church owned furniture or equipment from the premises.
- Use of audio-visual equipment is by permission only. A paid technician may be required at the discretion of Crestview staff; fees vary.
- The user will be held responsible for any damage done to church property associated with use. The user assumes the liability for injuries to persons attending the event and for damages or loss of user's property. Report any maintenance problems and damages to the Facilities Manager.
- Willful violation of any portion of policy could lead to loss of eligibility to use the facility.
- The church reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interests of Crestview.
- This policy is subject to periodic review and change at the discretion of church leadership.

I have read and fully understand and agree to abide by the Crestview Baptist Church Facility Use Policy.

Signature: _____ Date: _____