



## Policy on the Use of the Church Facilities

1. To further its mission of community service, Cornerstone Community Church will make available its facilities for appropriate use by attenders and non-church groups which do not conflict with the church's mission, values, or beliefs.
2. The building is not to be used for any commercial use, or for the private use of business or commercial groups. The Administrative Team may grant an exception to this if it is in the best interest of the community.
3. Fund raisers sponsored by non-profit groups will be allowed subject to the explicit approval of the Administrative Team. Complete details of the proposed activity, its financial particulars, and the beneficial purpose must be submitted in advance.
4. The facilities are not to be used to further the political interests of any political party or candidate.
5. All decisions about the use of the building rest with the Administrative Team.
6. Fees/Deposit:
  - a. Cornerstone church attenders and non-church individuals/groups will not be charged any usage fee for small events such as birthday parties, anniversaries, or baby showers.
  - b. Non-profit organizations will be treated on a case-by-case basis.
  - c. More significant and longer lasting events such as weddings or conferences will be charged a usage fee of \$100/half day or \$150/day.
  - d. A \$50 refundable security deposit is required by any user who is not a regular Cornerstone attender. Payment must be received in check form at least three days prior to the event. The security deposit will be returned if premises are found to be in the same condition as they were prior to its use.
7. Entry to the facilities will be granted by a key holder of the church. All requests for entry must be made at least three days prior to the event so someone can be scheduled to allow entry. The Contact Person for the use of the facility must be present before entry will be given to anyone.
8. The church facilities are available to use except the following rooms: church offices, riser room, information desk, and technology areas including all computers, video projection system, sound equipment, and sound board area.
  - If technology equipment is needed, special permission is required beforehand and someone from Cornerstone's approved list must be secured to run the sound/video system (the church office maintains the approved list). An additional cost, which is paid to the church, of \$25/hr is required to run the technology equipment.
9. Groups using the building will be responsible for cleaning it and restoring it to its condition prior to their use.
10. Groups using the building may be required to provide to the church office evidence of liability insurance coverage.

11. Children under the age of eighteen (18) must be supervised at all times by an adult and are NOT permitted to be left unattended in any part of the building.
12. There is no smoking in the buildings and alcohol is not allowed on the premises.
13. Interested parties should request permission to use the facilities by filling out an application on-line found at [www.mycornerstone.org](http://www.mycornerstone.org) or by contacting the church office and asking for a paper copy to be mailed.