



1. To further its mission of community service, Cornerstone Community Church of Galax will make available its facilities for appropriate use by attenders and non-church groups which do not conflict with the church's mission, values, and/or religious beliefs. All building-use must receive prior permission and follow this policy as well as each specific building-use guidelines located within the appropriate facility.
2. The buildings are not to be used for any private, for-profit commercial use without prior written consent. The Cornerstone Elders and/or Administrative Team reserve the right to grant an exception to this policy when/if the event is determined to be in the overall best interest of our local community.
3. Fund raisers sponsored by non-profit groups will be allowed subject to the 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 never to be used to further the political interests of any political party or candidate.
5. Deposits:
 - a. Cornerstone regular church attenders will not be charged any fee or deposit for private use.
 - b. A \$50 refundable security deposit is required from any group use (non-profits are exempt). Payment **must** be received in check form at least three days prior to the event. The security deposit will be returned or destroyed as requested if premises are found to be in the same condition as they were prior to use (See building-use rules located within the building).
6. Entry to the facilities is obtained by the granting of a one-day use "temporary code" for the lockbox located on the door of Center 2:42 or the lockbox adjacent to the Children's Church door on the stairs of our main building. The code shall only be given to the Contact Person for the event and should never be used (or shared) before or after the day of the specific event. 89\l
7. Most church facilities are available to use with the following exceptions: church offices, Information Desk, and technology areas including all church computers, video systems, sound equipment, and sound board area.
 - NOTE: If technology equipment is needed, special permission is required beforehand and someone from Cornerstone's approved list must be acquired to run the sound/video system (the church office maintains the approved list). An additional cost, which is paid directly to the individual on the day of the event, of \$25 is required to run the technology equipment.
8. Groups using the building will be responsible for cleaning it and restoring it to its condition prior to their use. There is no exceptions to this policy as there will often be another group arriving shortly after the previous group's reserved time-frame is complete.
9. Large groups using the building(s) may be required to provide to the church evidence of liability insurance coverage. Advance notice will be given when such policy is required and a copy of said policy must be provided to Cornerstone's office staff prior to the day of the event.
10. Children under the age of eighteen (18) must be supervised at all times by an adult and young children are NOT permitted to be left unattended in any part of the building or in the playground area.
11. There is to be no smoking in any of our buildings and alcohol is not permitted on the premises.
12. Interested parties should request permission to use the facilities by contacting the church office at office@mycornerstone.org or by calling the church's phone at (276) 236-2583.