

INTRODUCTION

Crossroads CRC has been blessed with a beautiful and functional church facility. We invite you to use our facilities for your events. Our goal is to serve you with excellence in a caring atmosphere. In order to do so, we want to acquaint you with the following policies.

The facilities of Crossroads CRC are intended as a place of worship and ministry, to the glory of God. Any use of the building, grounds, and equipment of the church should honor these purposes.

FACILITY USE PROCEDURE

In most cases, the facilities are available on a first-come, first-serve basis and depending on the church's scheduled use.

1. Any person or group who desires to use the church facilities must:
 - Contact the Church Secretary to request use of the church facilities.
 - Obtain the *Facility Use Policy* and carefully read through the policy
 - Complete, sign and return the *Facility Rental Request* form. The facilities are not considered reserved until this form is received in the office.
2. The Church Secretary will submit the request to the Building & Grounds Team. The Secretary will contact the renter with approval/disapproval and send a confirmation form that indicates the agreement has been made.
3. The church office must receive deposits and rental fees exactly one (1) month prior to the reservation date. All checks should be made out to Crossroads CRC.

WHO MAY USE?

Crossroads Church Members

Permission to use the church facilities on a scheduled date or long term must be cleared with the Church Secretary and approved by the Building & Grounds Team. There will be no rental fee for the use of the church facilities; however, fees for church personnel will apply (see fee schedule).

Non Church Members

Permission to use the church facilities on a scheduled date must be obtained from the Building & Grounds Team. A refundable damage deposit will be due prior to the event and rental fees will be charged to non-members (see fee schedule). Long-term use of the church facilities by non-church related groups must also receive approval by the Building & Grounds Team and rental fees will apply.

SAFETY POLICY

1. We ask that all persons using the facilities become acquainted with fire exits and locations of the fire extinguishers.
2. If possible, do not set up for your function alone in the building unless all doors are locked.
3. Children and youth are not to wander unsupervised on church grounds to protect them against criminals and physical harm.
4. Whenever possible, working with and caring for children will be done in rooms that have windows that make visibility possible from the outside.
5. Lock all doors and windows before leaving the premises (see separate lock-up procedure).

6. Do not leave anyone alone in the building or parking lot. Make sure everyone's car starts and that all leave safely.
7. Wheelchairs can be accommodated at all main entrances to the Church Sanctuary. The front stage can be access by wheelchair through a ramp located in the Youth/Music Room on the North end of the Sanctuary. Restrooms in the foyer are wheelchair accessible.
8. A telephone is located in the kitchen for local calls only.

GENERAL RULES THAT APPLY FOR ALL EVENTS

1. Someone from the Building & Grounds Team (Events Coordinator/Custodian) or Staff Member will open and close the church facilities, prepare for set up, and clean up. A fee will be charged for the services of this person (see fee schedule).
2. The church facilities must be vacated by 9:00PM Monday through Friday, and by 6:00PM on Saturday, unless other arrangements have been made. Generally, no Sunday rentals will be allowed. (Unusual requests must be approved by the Building & Grounds Team.)
3. All groups using the church must assume full responsibility for leaving the church facilities as they were when the group arrived. This will involve returning chairs, tables, and equipment to their proper places as well as removing all personal items brought into the church facilities.
4. The person or group using the facilities is responsible for any church property that has been damaged, destroyed, or lost through recklessness or abuse while they are using the property. The person or group will be responsible for his or her own belongings and property.
5. All groups using the church shall exercise Christian principles. The person or group using the facilities will be responsible for the conduct of all those in attendance.
6. Smoking is not permitted in the church building or on the church grounds.
7. Alcohol is not permitted in the church building or on the church grounds.
8. If the kitchen is used it must be cleaned and items returned to the proper place. Empty all trashcans and wash dishes before leaving. Please follow guidelines posted in the kitchen.
9. If the nursery is used for child care, there must be adult supervision at all times. Care must be taken not to allow older children to use the toys not intended for them. Empty all trashcans and wash infant toys before leaving. Please follow guidelines posted in the nursery.
10. Only authorized church personnel will be allowed to move the sanctuary furniture and other church decorations.
11. Only authorized church personnel will be allowed to operate the musical instruments, computers and sound system. Only these individuals will be able to move any stage equipment upon request. Arrangements must be made for the use of sound, stage lighting and projection and a fee will be charged (see fee schedule).
12. Please make every effort to keep our utility costs down by appropriate use of heat, air, lights, and doors.

USE OF CHURCH EQUIPMENT

1. Borrowing equipment must be arranged through the church office to ensure that the items requested are available.
2. Generally, there will not be a fee charged for the use of equipment for any member of Crossroads. If an non-member organization or group requests the use of tables and chairs for an event, a fee may be assessed.
3. All equipment shall be returned the day of or following the event. Tables and chairs or kitchen equipment must always be returned in time to be used on Sunday mornings.
4. Arrangements for picking up and dropping off equipment will be made, either through the Building and Grounds Team or through the church office.
5. If equipment is damaged or lost, the cost of repair or replacement will be the responsibility of the borrowing party.

FOR BANQUET/POTLUCK EVENTS

1. Under NO circumstances will food be served in the Worship Sanctuary. Food shall be served from the Kitchen, the Educational Building, or outdoors. If you have questions about the possibility of bad weather for your outdoor event, a tent(s) must be rented or other preparations made ahead of time.
2. For refreshments to be provided by Crossroads personnel following a wedding, funeral or other occasion, a request must be made to the church office to make these arrangements. Fees will be determined on an individual basis.
3. Sanctuary chairs may not be moved without special permission.
4. Crossroads CRC does not supply the tables and chairs for large banquet seating.

DISCLAIMER

Exceptions to this *Facility Use Policy* may be made ONLY with the specific written authorization of the Building & Grounds Team or the Executive Committee.

ATTACHED

Wedding Policy
Funeral/Memorial Service Policy
Fee Schedule
Rental Forms

POLICY FOR WEDDINGS

To have your wedding held in the sanctuary of Crossroads Christian Reformed Church, the following criteria must be met:

- You must be willing to comply with the above Facilities Use Policy
- You must be willing to comply with the below policy specifically for weddings

Maximum Sanctuary Seating: 350

Setting the Date & Time

Requests for using the facilities for a wedding must be placed in the church office and approved by the Building Committee upon receipt of the *Facilities Rental* form. Remember that the church facilities and grounds must be vacated by 9:00PM Monday through Friday and 6:00PM on Saturday.

Rehearsal

A wedding rehearsal is typically scheduled for the day prior to the wedding ceremony. Depending on the size of the wedding party, it usually takes approximately an hour to place people and go through the service two times. Rehearsal date and time will be placed on the church calendar.

Events Coordinator

The church provides an Events Coordinator for all events—including weddings (see fee schedule). The Events Coordinator will be responsible for opening and closing the church facilities on the day of your event and will remain on campus during your event in case any questions or problems arise. This person will also be sure the church is ready for your event and will clean up following your event.

Wedding Service Guidelines for Members and Non-members

1. Crossroads CRC seeks to honor God in all activities of life, and therefore all activities that use our facilities shall be consistent with that purpose.
2. The general conduct of weddings shall be of a definite Christian character. The music, messages, decorations, behavior, attire, etc. shall all give evidence of this.
3. Weddings of a purely secular nature in which Christ is absent, or which are conducted according to a philosophy or religion in conflict with the gospel, shall not be approved.
4. Weddings shall be conducted by a pastor, chaplain, or other legal official who is a Christian and shall reflect the celebration of a marriage in the Lord.
5. The Crossroads CRC Council reserves the right to disallow any wedding it judges not in keeping with these principles.

Responsibilities of the Applicant

1. Please notify the church office as to the number of guests attending as well as exact arrival and leaving times of the group.
2. Make your own arrangements for a pastor to officiate the ceremony. A request can be made for the pastor of Crossroads CRC to officiate. Services and fees will be worked out with the individuals involved. You are responsible for paying the pastor (see fee schedule).
3. Make your own arrangements for a pianist, instrumentalists, and/or soloist. Musicians from Crossroads CRC can be requested for a fee. You are responsible for paying all musicians (see fee schedule).
4. Request the use of the sound and/or projection systems during your wedding ceremony. Fees will be charged for the authorized personnel needed to operate the equipment (see fee schedule).
5. Please report damage to the Events Coordinator.
6. It is the responsibility of the wedding party to make sure that the church facilities are left in good, clean order. The church custodian is NOT responsible for cleaning up your personal property such as gifts, dresses, etc.
7. All personal items and wedding decorations must be removed *immediately* after the ceremony unless prior arrangements have been made with the church office. There will be an additional fee for any items left in the facilities.

8. Your Wedding Ceremony can be recorded onto either a cassette tape or CD. Please provide your own cassette tape or CD or arrangements must be made beforehand with our Sound Technician.

Available Rooms

1. The Nursery may be used as a dressing room for the women. The Youth Room or any classrooms in the Educational Building may be used as dressing rooms for the men.
2. The Kitchen may be used to serve light refreshments before or after the ceremony if needed.
3. Restrooms are located in the lobby and additional restrooms are located in the building behind the Educational Building.
4. The Church Office and Pastor's Study rooms may not be used.

Wedding Decorations

Photos of previous weddings at Crossroads are available from the church office for ideas on how to decorate the sanctuary.

1. No thumb tacks, nails, screws, tape, or hooks may be used at any time.
2. Likewise, **NO AISLE DECORATIONS** may be permanently attached to the end chair of the middle aisle without the use of protectors, to prevent damage to the fabric.
3. All **FLOWERS**, potted or cut, must be contained in waterproof containers. Please arrange delivery of the flowers and decorations with the Church Secretary.
4. Use of any **CANDLES** must be approved. The only candles allowed are those that are inside a glass container or are entirely dripleless.

POLICY FOR FUNERALS/MEMORIAL SERVICES

To have a funeral or memorial service held in the sanctuary of Crossroads Christian Reformed Church, the following criteria must be met:

- You must be willing to comply with the above Facilities Use Policy
- You must be willing to comply with the below policy specifically for weddings

Maximum Sanctuary Seating: 350

Setting the Date & Time

Requests for using the facilities for a funeral or memorial service must be placed in the church office as soon as possible and approved by the Building & Grounds Team upon receipt of the *Facilities Rental* form. Remember that the church facilities and grounds must be vacated by 9:00PM Monday through Friday and 6:00PM on Saturday.

Events Coordinator

The church provides an Events Coordinator for all events (see fee schedule). The Events Coordinator will be responsible for opening and closing the church facilities on the day of the service and will remain on campus during the service in case any questions or problems arise. This person will also be sure the church is ready when you arrive and will clean up when you leave.

Funeral & Memorial Service Guidelines for Members and Non-members

1. Crossroads CRC seeks to honor God in all activities of life, and therefore all activities that use our facilities shall be consistent with that purpose.
2. The general conduct of funerals shall be of a definite Christian character. The music, messages, decorations, behavior, attire, etc. shall all give evidence of this.
3. Funerals/Memorial Services of a purely secular nature in which Christ is absent, or which are conducted according to a philosophy or religion in conflict with the gospel, shall not be approved.
4. Funerals/Memorial Services shall be conducted by a pastor, chaplain, or other legal official who is a Christian.
5. The Crossroads CRC Council reserves the right to disallow any funeral or memorial service it judges not in keeping with these principles.

Responsibilities of the Applicant

1. Please notify the church office as to the number of guests attending as well as exact arrival and leaving times of the group.
2. Make your own arrangements for a pastor to officiate the ceremony. A request can be made for the pastor of Crossroads CRC to officiate. Services and fees will be worked out with the individuals involved. You are responsible for paying the pastor (see fee schedule).
3. Make your own arrangements for a pianist, instrumentalists, and/or soloist. Musicians from Crossroads CRC can be requested for a fee. You are responsible for paying all musicians (see fee schedule).
4. Request the use of the sound and/or projection systems during your wedding ceremony. Fees will be charged for the authorized personnel needed to operate the equipment (see fee schedule).
5. Please report damage to the Events Coordinator.
6. It is the responsibility of the wedding party to make sure that the church facilities are left in good, clean order. The church custodian is NOT responsible for cleaning up your personal property such as gifts, dresses, etc.
7. All personal items and wedding decorations must be removed *immediately* after the service unless prior arrangements have been made with the church office. There will be an additional fee for any items left in the facilities.
8. The service can be recorded onto either a cassette tape or CD. Please provide your own cassette tape or CD or arrangements must be made beforehand with our Sound Technician.

Available Rooms

1. The Nursery and the Youth Room may be used, provided they are left in good order so that no extra custodial service is required.
2. The Kitchen may be used to serve light refreshments before or after the service. (See also the Funeral/Memorial Service Checklist)
3. Restrooms are located in the lobby and additional restrooms are located in the building behind the Educational Building.
4. The Church Office and Pastor's Study rooms may not be used.

Sanctuary Decorations

1. The pulpit furniture, stage equipment and church decorations are to be removed only by an authorized individual.
2. All FLOWERS, potted or cut, must be contained in waterproof containers. Please arrange delivery of the flowers and decorations with the Church Secretary.
3. Use of any CANDLES must be approved. The only candles allowed are those that are inside a glass container or are entirely driplless.
4. No thumb tacks, nails, screws, tape, or hooks may be used at any time.
5. Likewise, **NO AISLE DECORATIONS** may be permanently attached to the end chair of the middle aisle without the use of protectors, to prevent damage to the fabric.



Fee Schedule for Use of Church Facilities

Charges for All Events

(Except Weddings—see below)

<u>Rooms/Services</u>	<u>Damage Deposit</u>	<u>Fees Non-Members</u>	<u>Fees Church Members</u>
Sanctuary	\$100.00 (refundable)	\$350.00	No fee
Kitchen or Classroom(s)	\$20.00 (refundable)	\$50.00	No fee
Outdoor Patio & Back Lawn Area	\$75.00 (refundable)	\$250.00	No fee
Sound & Lighting Technician <i>(we require a Crossroads technician)</i>		\$50.00	\$50.00
Projection Technician <i>(we require a Crossroads technician)</i>		\$50.00	\$50.00
Event Coordinator* <i>(required for all)</i>		\$75.00	\$75.00

Charges for Weddings

<u>Rooms/Services</u> <i>(for both Rehearsal & Wedding)</i>	<u>Damage Deposit</u>	<u>Fees Non-Members</u>	<u>Fees Members</u>
Sanctuary & Dressing Rooms	\$100.00 (refundable)	\$450.00	No fee
Outdoor Patio & Back Lawn Area	\$100.00 (refundable)	\$300.00	No fee
Sound & Lighting Technician <i>(we require a Crossroads technician)</i>		\$50.00	\$50.00
Projection Technician <i>(we require a Crossroads technician)</i>		\$50.00	\$50.00
*Event Coordinator—Sylvia Bons <i>(required for all)</i>		\$75.00	\$75.00

Additional Wedding Costs:

You are responsible for paying the pastor and musicians. *Suggested* compensation is listed below.

- Pianist/Instrumentalists \$100.00 minimum
- Soloist \$ 75.00 minimum

If desired, the church office has a letter with guidance for the pastor's honoraria.

These payments and arrangements need to be made *directly* with the individuals involved.

All deposits and fees are due one (1) month prior to the date of the wedding.
Make checks payable to Crossroads CRC.

*Included in the Event Coordinator Fee: 1) Opening and closing of the facilities for the event, 2) church member present during the event, 3) custodial set up & clean up

CrossROADS

Facility Rental Form

(Except weddings—see next page)

Contact Information:

Full Name: _____

Mailing Address: _____

Phone (Day): _____ Evening: _____

Email: _____

Event Information:

Type of Activity or Event: _____

Date & Time Requested: _____

Time Frame Requested: Start time: _____ End time: _____

Number of Guests: _____

Special Requests: _____

Rooms Requested:

- Worship Sanctuary
- Youth/Music Room
- Kitchen
- Educational Classrooms
- Nursery
- Back Patio/Lawn

Request the services of A Pastor from Crossroads CRC
 (additional fees apply) Musicians and/or Instrumentalists from Crossroads CRC
 Sound & Lighting Technician
 Projection Technician
 Refreshments and/or Food Services provided by Crossroads CRC

****For Funerals**

Officiating Pastor

Name & Phone: _____

Church Affiliation: _____

I have read the attached rules regarding the use of Crossroads CRC and agree to the terms presented.

Signature: _____

***Reminder: All fees are due exactly one (1) month prior to the event.
 If any of the above information changes, please notify the office as soon as possible.***

For Office Use Only

Approved By: Fee Paid: Confirmation Sent:

CrossROADS

Facility Rental Form (for Weddings)

Bride Information

Full Name: _____
Mailing Address: _____
Phone (Day): _____ Evening: _____
Email: _____

Groom Information

Full Name: _____
Mailing Address: _____
Phone (Day): _____ Evening: _____
Email: _____

Wedding Rehearsal

Date & Time Requested: _____
Time Frame Requested: _____

Wedding Ceremony

Date & Time Requested: _____
Time Frame Requested: _____

Number of Guests: _____

Special Requests: _____

- Rooms Requested:
- Worship Sanctuary
 - Youth/Music Room
 - Kitchen
 - Educational Classrooms
 - Nursery
 - Back Patio/Lawn

Officiating Pastor

Name & Phone: _____
Church Affiliation: _____

- Request the services of:** A Pastor from Crossroads CRC
(additional fees apply) Musicians and/or Instrumentalists from Crossroads CRC
 Sound & Lighting Technician
 Projection Technician
 Refreshments and/or Food Services provided by Crossroads CRC

I have read the attached rules regarding the use of Crossroads CRC and agree to the terms presented.

Signature of Bride or Groom: _____

***Reminder: All fees are due exactly one (1) month prior to the event.
If any of the above information changes, please notify the office as soon as possible.***

For Office Use Only

Approved By: Fee Paid: Confirmation Sent:

CrossROADS

Equipment Rental Form

Contact Information:

Full Name: _____
Mailing Address: _____
Phone (Day): _____ Evening: _____
Email: _____

Purpose for Use:

Equipment Needed:

Date and time to be

picked up: _____

returned: _____

I have read the attached rules regarding the use of Crossroads CRC and agree to the terms presented.

Signature: _____

For Office Use Only

Approved By:

Fee Paid:

Confirmation Sent: