



200 Clearview Road
Cleveland, NC 27013
(704) 278-0407
office@cornerstonenc.org
www.cornerstonenc.org

FACILITIES USE POLICY

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members 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.

But 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, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor in connection with the church council, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities of beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice. (2 Cor. 6:14; 1 Thess. 5:22)

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith, use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. We believe that all of the facilities, properties, and equipment owned by Cornerstone Baptist Church are given by God, for His glory and the building of His kingdom, to honor and to worship Him. Therefore, this policy applies to all church facilities, properties, and equipment owned by Cornerstone Baptist Church. (Col 3:17)

QUALIFICATIONS:

The Church Council must approve all uses of church facilities and equipment. Church facilities and equipment will be made available to members, non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice by signing the statement on the *Church Facilities Reservation Request and Agreement Form*.
2. The group or person seeking facility use must submit a signed *Church Facility Reservation Request and Agreement form*.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.
4. Groups that are not a ministry of Cornerstone Baptist Church, but request repeated uses of the facility that are primarily kid-focused (examples of, not limited to; Home School co-ops, Tutoring Programs, American Heritage Girls, Boys and Girls Clubs of America), sports and recreation-focused (examples of, but not limited to; Softball teams, Soccer teams), Counseling/recovery-focused, or outside community groups (United Way, Red Cross) will be required to furnish Cornerstone Baptist Church with a Certificate of Liability Insurance in advance of their activity confirming coverage for their operations at Cornerstone and naming Cornerstone Baptist Church as additional Insured for any legal liability arising out of their negligence.

SCHEDULING EVENTS:

Facility use requests shall be made to the Ministry Assistant by submitting the *Church Facility Reservation Request and Agreement form*. The Ministry Assistant can advise if the requested dates are available. However, the event will be reserved and placed on the church calendar only when it has been approved by the church council.

FACILITY USE GUIDELINES:

1. Leave it as you found it.
 - ☒ Church equipment, such as tables and chairs, must be returned to the original placement.
 - ☒ Kitchen utensils should be cleaned and returned to the proper location.
 - ☒ A broom, mop and bucket are available if they are needed.
 - ☒ Check the restrooms to make sure no water is running in sinks or commodes.
 - ☒ Check kitchen to make sure refrigerator is closed and stove is turned off.
 - ☒ Turn off all lights.
2. No alcohol is allowed on church property.
3. Smoking is prohibited in any building and only in designated smoking areas outside.
4. Abusive or foul language and violent behavior are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
5. Groups are restricted to only those areas of the facilities that the group has reserved.
6. If children are present, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property or in church facilities.
7. Only Cornerstone technicians will be allowed to operate our sound and media equipment.
8. Moving decorations from the sanctuary, equipment from the stage, or tables and chairs must be approved before you use of the facility.
9. Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork.
10. The sanctuary chairs and white folding tables are not to leave the church property.
11. The event organizers assume liability for damage to church property. In the event that something is damaged, broken, or not working properly please contact the church administrator at 704-433-2755.
12. Details for the day of the event, such as facilities access and temperature settings, should be worked out with the church administrator at 704-433-2755.

FEES:

- There is no cost for Cornerstone Baptist Church members to use the facilities.
- A \$35 fee will be charged for non-members to use the facilities for small events, such as baby or wedding showers.
- A \$75 fee will be charged for outside organizations and large events, like weddings and receptions.
- These fees cover custodial cost to clean after an event.
- If a sound or media technician is needed for an event, there is an additional \$35 fee for each.
- Non-members requesting to use the church facilities for a funeral will not be charged any fees, but the *Church Facility Reservation Request and Agreement* form must still be signed by the person making the funeral arrangements.

CORNERSTONE CONTACT INFORMATION:

Church Office: 704.278.0407 office@cornerstonenc.org

Michael Rakes
Pastor
Cell: 704.838.9789

Roy Huss
Church Administrator
Cell: 704.433.2755

Carey Brown
Ministry Assistant
Cell: 704.433.9068

CORNERSTONE BAPTIST CHURCH

FACILITY RESERVATION REQUEST AND AGREEMENT

DATE(S) REQUESTED:			
TIME OF EVENT:			
FACILITY AREA(S) REQUESTED	Describe the purpose for which you (or organization) intend to use the facility.		
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom(s): (please list room number(s) below) <hr style="width: 30%; margin-left: 0;"/> <input type="checkbox"/> Softball Field <input type="checkbox"/> Playground <input type="checkbox"/> Concession Stand Restrooms <input type="checkbox"/> Pavilion/outdoor shelter <input type="checkbox"/> Outdoor Chapel			
	SOUND SYSTEM NEEDED?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	VIDEO/MEDIA TECHNICIAN NEEDED?		<input type="checkbox"/> Yes <input type="checkbox"/> No

NAME:	PLEASE CHECK ONE:
	<input type="checkbox"/> Church Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Non-Member Group/Organization
ORGANIZATION'S NAME: (if applicable)	ORGANIZATION'S WEBSITE ADDRESS:
ADDRESS:	EMAIL:
CITY, STATE, ZIP CODE:	PHONE:
Briefly state the organization's purpose and mission and please list organization's office holders/leaders.	

***** FOR ADMINISTRATIVE PURPOSES ONLY *****

Usage Fee (if applicable, \$35 or \$75):		Date Approved:	
Sound Technician Fee (\$35):		Copy Certificate of Liability Insurance furnished:	
Video/Media Technician Fee (\$35):		Name of Sound Tech available:	
TOTAL:		Name of Media Tech available:	
		Fees paid (if applicable):	

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the church council's approval, which is conditioned in part on my agreement to the requirements in the *Facilities Use Policy*, a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse in the courts. (See, generally, Matthew 18 and 1 Corinthians 6.) Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

SIGNATURE: _____ **Date:** _____

HOLD HARMLESS AGREEMENT:

I/we, _____, does hereby release and forever discharge and hold
(Name or Organization Name)

harmless Cornerstone Baptist Church, its staff, directors, officers, or any of its members from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from our activities with the church or on church property.

I/we understand that this agreement discharges Cornerstone Baptist Church from any liability or claim that we or our members may have against the Church with respect to any bodily injury, personal injury, illness, death or property damage that may result from our activities on church property.

I/we also understand that Cornerstone Baptist Church does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to: medical, health, or disability insurance in the event of injury or illness. Cornerstone Baptist Church is also discharged and held harmless in regards to any personal property that we bring on or have delivered to the premises.

SIGNATURE: _____ **Date:** _____