

# **Building Usage Policy**

Crosslink Community Church  
3445 Old Hillsborough Road  
Mebane, NC 27302

## **I. Our Mission**

Crosslink Community Church exists to Love God, Love People, and Make Disciples. The members of Crosslink Community Church recognize how God has blessed us with our buildings and grounds. We are dedicated to being good stewards of God's blessings to the best of our ability.

## **II. Eligibility of Use**

### **A. Philosophy of Use**

The facilities of Crosslink Community Church are to be used by the church membership, church ministries, or church sponsored community events. No one outside of Crosslink Community Church can rent the church facilities. Outside persons or organizations usage of the buildings is at the discretion of the Elders. Crosslink reserves the right to restrict or refuse the rights and privileges of anyone or any group who willfully violates any of the guidelines or regulations laid out in this policy.

### **B. Priority**

1. Regularly scheduled services and meetings of the Crosslink Community Church congregation, including but not limited to worship services and ministry activities
2. Crosslink Community Church sponsored group and ministry events
3. Weddings and Funerals
4. Activities of Crosslink's members (e.g.: birthday, anniversary, bridal/baby showers)
5. Church sponsored community activities (example: Red Cross Blood Drive, etc.).

## **III. Procedures**

### **A. Application**

1. If you would like to use the church facility for an event, you must submit a Building Request Form to the church office. Your request will be reviewed for approval and you will be contacted with an answer promptly.
2. Requests to use the facility need to be submitted a minimum of 30 days and a maximum of 120 days prior to the event. (Exceptions will be made for Weddings, Funerals, etc.)
3. If your event is approved, the person responsible must make arrangements to pick up the key or key code from the church secretary during office hours.

### **B. Responsible Individual**

The person or group reserving the use of facility for an event is responsible for:

1. The conduct of those in attendance
2. The activity for which the facility was reserved,
3. Putting back all furniture and equipment in its proper place
4. Cleaning all rooms used to same condition as before the event (or pay a minimum cleaning fee of \$150 depending on the size of the event.)
5. Any damage beyond normal wear and tear that may occur as a result of the use of facilities.

### **C. Fees**

1. If your event requires the use of Crosslink's audio or video equipment, such equipment must only be used by trained Crosslink Tech Team members. If your event requires a Tech team member to be present, then a fee must be negotiated with the Tech team.
2. If the facility is not satisfactorily cleaned after event, the responsible party will pay a \$150 cleaning fee. This fee can be prepaid, removing the responsibility of cleaning.

### **D. Liability**

1. Responsible party agrees to hold harmless, indemnify, and defend Crosslink Community Church from any and all liability, which may result from any person using the property.
2. Outside groups approved by the elders must have liability or event insurance (minimum \$2 million for each occurrence and \$15 thousand for medical payments for each occurrence). A Certificate of Liability and Property Damage insurance coverage naming Crosslink Community Church as additional insured MUST be on file prior to the event.

## **IV. General Guidelines**

1. The conduct of all people attending programs are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces. Explicit or disrespectful music is not allowed.
2. Activities and programs are limited to the space that is assigned.
3. No one should enter the church office, sound booth, storage, or mechanical areas without permission. The stage of the Worship Center should not be used without permission. Any stage objects moved during your use of the facilities must be returned to its proper place. All musical instruments are not to be moved or played without prior permission. Events requiring the use of A/V equipment must have a Tech Team member present. See FEES.
4. No furniture (table, chairs, etc.) or equipment belonging to the church may be removed from the property without prior permission.
5. The presence or use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
6. Dining or the serving of food is limited to pre-approved designated areas – please check with the Facilities Supervisor.
7. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
8. Nothing damaging should be attached to the walls, woodwork, or ceiling. This includes tape, tacks, etc. Bulletin boards and Marker boards are provided if needed.
9. The user will be held responsible for any damages done to church property or equipment. Please immediately report any damage of church property, equipment, or furnishings to the church office.
10. Any fundraising or for-profit making activities on church property must have prior approval by the Elders.
11. All children must be properly supervised by adults while on church property. All children or student activities shall be supervised by at least 2 adults over the age of 21.
12. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.