

## Cedar Crest Bible Fellowship Church Church Building Facility/Activity Center Use Guidelines

Cedar Crest Bible Fellowship Church facilities are dedicated as a place to worship, teach God's word and fellowship. 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 teaching. The Board of Elders or their designee are the final decision maker in the use of facilities.

1. All details concerning church usage must conform to such practices and standards of good taste as are consistent with the Christian faith and Cedar Crest Bible Fellowship Church.
2. Various rooms have limitations on the number of people who can safely be accommodated at any one time.
  - Worship Center: 900 persons
  - Chapel: 100 persons
  - Fellowship Hall: 125 persons
  - Hub/Church Lobby: 70 persons
  - Classroom: 40 persons (Various rooms can be combined for 75 persons)
3. Alcoholic beverages, tobacco, or illegal substances are not permitted on the church property. The use of illegal substances will be reported to the authorities immediately.
4. This facility is a church building and is used primarily for worship and teaching purposes. Care must be exercised in the use of decorations or props so as not to mar or deface any part of the church building, nor to tarnish the image of Cedar Crest Bible Fellowship Church.
5. Eating and/or drinking within the Worship Center is discouraged but is permissible in other rooms. Care should always be taken to ensure that any food or drink spills can be easily cleaned without damaging the floors.
6. Any music used must not conflict with our Christian values. Music with vulgar, profane or sexually explicit words in them cannot be played. Only appropriate Christian conduct and activities will be permitted on the church property. Dancing will not be permitted.
7. Care should be taken to protect the floor in the Activity Center. Recreational participants are to wear clean, soft soled sneakers that will not mark the playing surface. No bicycles, skateboards, roller skates, inline skates, wheeled sneakers, or scooters are permitted in the Activity Center.
8. Restore the room as you found it. Rooms should be left neat and in order. All sports and cleaning equipment, etc. are to be stored after each use. Lights should be turned off.
9. Requests by church members to reserve the facility for non-ministry activities should be submitted and approval will be granted on a case basis. A Reservation Request Form will need to be completed by the person in charge of the event.
10. Facilities will not be rented to outside groups on Sundays.

These policies are to be observed in order that the facility might be properly maintained for everyone's use. Any group or individual not observing these policies may be denied use of the facility. Thank you for your cooperation.

*Any request for exceptions to these regulations and costs/fees must be made in writing and will be reviewed by the Administrative Committee. All reimbursement costs/fees are payable to **Cedar Crest Bible Fellowship Church**. A refundable deposit of **50% is required** upon the acceptance of an event. The remaining balance is due, including additional hours and reimbursements, five days after the event.*

(Costs printed on back)

## Church Building Facility Costs

Reimbursement costs for the use of the facility for up to 4 hours per event (if more than 4 hours, request a quote) are as follows: (official CCBFC ministries are exempt)

	<u>Facility</u>	<u>Custodial</u>	<u>Total Costs</u>
<b>Non-member or Christian Organization</b>			
Worship Center*	\$800.00	\$250.00	\$1,050.00
Chapel or Fellowship Hall	250.00	100.00	350.00
Hub/Church Lobby*	300.00	150.00	450.00
Classroom	75.00	50.00	125.00
<b>Cedar Crest Bible Fellowship Church Members</b>			
Worship Center	\$ --	\$200.00	\$200.00
Chapel or Fellowship Hall	--	100.00	100.00
Hub/Church Lobby	--	150.00	150.00
Classroom	--	50.00	50.00

### **Additional reimbursement fees:**

Church Organist/Pianist	\$125.00 per event
Sound Person or Multimedia Tech	\$120.00 per 3 hour event, \$35 additional hour
Sound Person or Multimedia Tech for Weddings	\$150.00
Projector Rental for Personal Use	\$ 10.00 per event (authorized church members only)

\* Worship Center and Hub/Church Lobby events on a Saturday require Administrative Committee Approval.

## Activity Center Rates

	<u>Facility</u>	<u>Custodial</u>	<u>Total Costs</u>
<b>Non-member or Christian Organization</b>			
Gymnasium Only min. 3 Hours – No Setup	\$300.00	\$100.00	\$400.00
Gymnasium Only min. 3 Hours – With Setup	300.00	300.00	600.00
Each Additional Hour	50.00	25.00	75.00
Security Deposit	200.00		200.00
Kitchen Use	100.00	100.00	200.00
<b>Cedar Crest Bible Fellowship Church Members</b>			
Gymnasium Only up to 3 Hours – No Setup	\$ —	\$100.00	\$100.00
Gymnasium up to 3 Hours – Setup	—	250.00	*250.00
Each Additional Hour	—	25.00	25.00
Kitchen Use	—	50.00	50.00
<b>LCA Special Events</b>			
(Excludes regularly scheduled sporting events)	\$		
Gymnasium Only up to 3 Hours – No Setup	—	\$100.00	\$100.00
Gymnasium up to 3 Hours – Setup	—	250.00	*250.00
Each Additional Hour	—	25.00	25.00
Kitchen Use	100.00	100.00	200.00

### **Additional Fees:**

Sound Person or Multimedia Tech \$120.00 per 3-hour event, \$35 each additional hour  
 Any damage done to the facility will be billed at replacement cost plus labor.