

Cornerstone Bible Church

FACILITY USE POLICY

We are grateful for the facilities that God has given us! We do not see our building as our church since the true church is made up of the body of believers, but we look at our facilities as a platform for the ministry of making more and better disciples. To that end, we want to use the resources given to us with generosity, and simultaneously, we want to manage these ministry assets with proper stewardship and care.

Our primary purpose for building use is ministry, and CBC ministry events will always take priority on our reservation calendar. We also welcome members of CBC to use our facilities for ministry-related or other approved gatherings.

Reservation Process

Please submit your request at least one week in advance of the date of the facility reservation. Requests submitted past that time frame may not find facility availability due to the internal reservation process time.

1. **Request:** Submit a Facilities Use Request with as much detail as you can about your proposed reservation.
2. **Approval:** All requests will be reviewed by our administrative staff, and elders as necessary, and if approved, you will receive an email notification within 3 business days with a reservation summary and any additional questions necessary to secure your reservation.
3. **Access:** If your event occurs outside of normal office hours or regularly scheduled ministry, you will be connected with one of our deacons to coordinate access to the building.

Guidelines for Use

PARKING LOT

Members can request to use the parking lot for overnight parking, and other specific needs will be considered upon request submitted through the Facilities Use Request form. If approved, an email will be sent with a summary of the reservation. CBC may require a sign to be posted on the dashboard of the car, which will be included in the summary email if necessary. Failure to post the sign may result in the car being towed.

BUILDING

Rooms that can be reserved include:

- Conference Room
- Foyer
- High School Room
- Kids Room
- Kitchen
- Middle School Room
- Patio
- Sanctuary

Rooms may be requested, but may be shifted due to group size or availability. Classrooms on kids' wings are not available for reservation because of the extensive use by and turnover between our preschool and kids ministry events. If an event requires childcare, contact our church office.

AUDIO/VISUAL

We have three rooms that offer audio/visual technology available for request: the Sanctuary, the High School Room, and the Middle School Room. The equipment is only available for use when

CBC-trained techs are present to run it. If a CBC-trained tech is available and the event is approved, you will be connected with the tech who will be present at the event to run the equipment.

All use of musical instruments should be coordinated with our church office. Requests to move the piano or drum kit should be submitted at least one week prior to the event.

SET-UP

CBC will make every effort to have spaces ready for your needs, but set-up is dependent upon previous facility use and deacon availability. The High School Room, Middle School Room, and Kids Room have pre-set set-up options available for request. These are:

- Lecture: chairs set up (no tables) for an audience
- Classroom: rectangle tables set up in rows with chairs behind them
- Conference: round tables set up with chairs around them
- Cleared: chairs and tables moved to the side for open floor space

GENERAL GUIDELINES

- Reservations will be considered on a first-come, first-served basis with other ministry events and reservations, set-up needs, and AV requests also taken into consideration.
- Rooms can be requested but may be shifted due to group size or room availability.
- No smoking in the building is permitted.
- No alcoholic beverages are permitted on the entire property at any time.
- Food and beverages are not allowed in sanctuary during events.

AFTER THE EVENT

- All furniture that is moved should be returned to its original locations.
- Damaged, lost, or stolen church property will be deemed the responsibility of the applicant and will be billed at the replacement cost. Any damaged items should be reported to the church office as soon as possible.
- All personal items should be removed.

KITCHEN

Due to location, the kitchen is not available for use when any scheduled meeting or class is held in the Middle School room. This includes Sunday morning service times.

The kitchen, including items stocked for event use, is available to members in conjunction with an approved event. When you are finished using the kitchen, please complete the following:

- Wash, dry, and put away all dishes on the day of the event.
- Take ALL leftover food and drinks with you! We are not staffed to manage this space, so please don't leave anything behind unless you have made arrangements with someone else for pick up. In that case, please label all items. Labels can be found in the miscellaneous drawer near the door in the kitchen.

- Take any trash that contains food waste out to the dumpster.

LAUNDRY ROOM

The laundry room is located next to the Women's restrooms nearest the sanctuary. Any soiled linens need to be laundered onsite or taken home to be laundered and returned within 48 hours of your event. Please pre-treat all stains and wash white and black tablecloths in separate loads. Please do not leave wet laundry in the washing machine overnight.

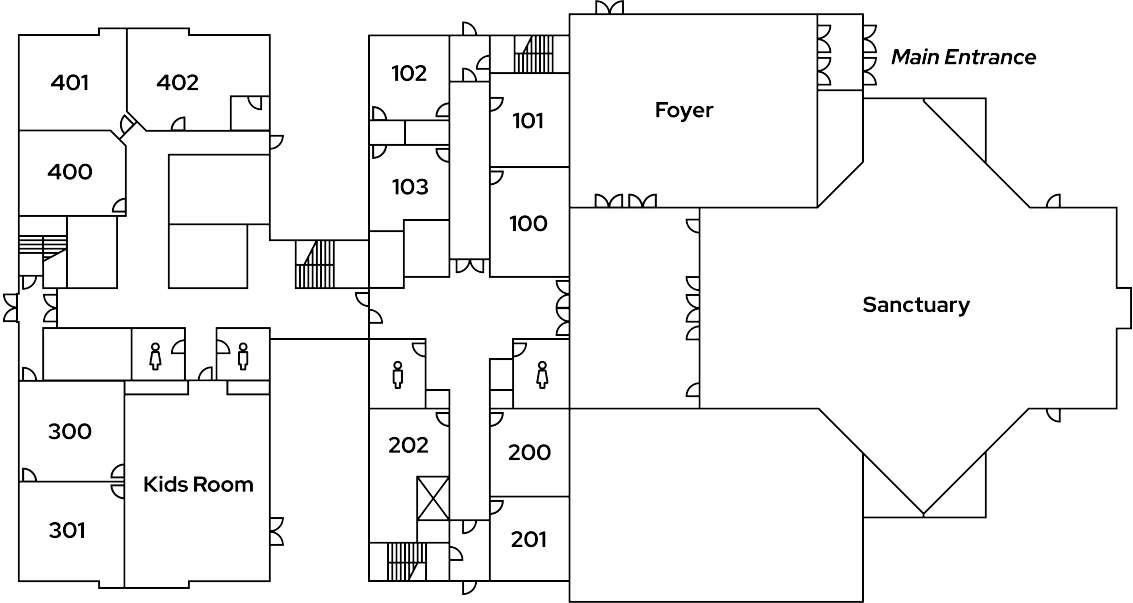
Parking Lot

LOST & FOUND

Items can either be found hanging on the coat rack or in the cabinet to the left of the sink in the foyer. If an item is labeled, we will make every effort to contact the owner. Unlabeled and/or unclaimed items will be donated every 6 - 8 weeks.

BUILDING MAP

UPSTAIRS



DOWNSTAIRS

