

FACILITIES USAGE POLICY AGREEMENT

Crosstown Church of Christ

Purpose

- The Crosstown Church of Christ (Crosstown) Facilities are to be used in outreach to our surrounding community and to encourage fellowship among members of the Crosstown church family.
- The Crosstown Facilities may also be used by Crosstown members for special events. This policy agreement is to outline usage guidelines to ensure the facilities are not abused.

Scope

- This agreement covers all facilities and grounds on the Crosstown property.
- Funerals are exempt from these guidelines and can be scheduled with the Crosstown ministers.

Scheduling

- *Priority*
 - Priority in scheduling is given to the following groups in no particular order, on a first come, first serve basis:
 - Crosstown Youth Activities
 - Crosstown Young Professionals/College Activities
 - Crosstown Family Events
 - Crosstown Ministries and Bible Classes
- *Booking*
 - Events can be scheduled through the Crosstown office by calling 918-834-1395
 - Crosstown sponsored ministry/involvement events must be scheduled at least 36 hours in advance of the event and will be placed on the Crosstown calendar.
 - Activities not sponsored under a ministry of Crosstown should be scheduled at least two weeks before they occur and must be approved by the Elders before they will be confirmed and added to the calendar.
 - Because the Crosstown Elders seek what is in the best interest of the work of the Crosstown church, they have the authority to override any scheduled event at the Crosstown building however, they will not override any previously approved event within two months of the event date.
 - Event booking should also include set-up/decoration time as well as clean-up time.
 - Set-up will not be allowed more than 24 hours before the event.
 - Clean-up must be completed the day of the event.
 - Supplies and decorations may not be stored in the Crosstown facilities prior to the scheduled set-up time.
- *Calendar*
 - No Saturday activities will be allowed to be scheduled without proper cleaning arrangements approved by the Elders. Cleaning arrangements must allow for adequate preparation for worship and Bible study on Sunday.

Sponsorship Requirements

- Activities not sponsored under a ministry of Crosstown (e.g. birthday parties, weddings, receptions, showers, community meetings, other groups/organizations, etc.) are welcomed, BUT these activities must be scheduled, sponsored and attended by a member of Crosstown.
- The approved member sponsor will be responsible for unlocking and locking the building, as well as disarming and arming the security alarm. Instructions can be obtained from the office, if necessary.

Notice

Failure to abide by the Usage Guidelines, Restrictions, and the Kitchen Usage and Building Cleaning Requirements sections is grounds for denial of future usage requests and any fee the Elders deem necessary to replace any church goods and equipment, repair any equipment or property, dispose of items left, clean any area not properly cleaned, or pay utilities for equipment left on. Deviations from the guidelines below must be approved in writing by the Crosstown Elders.

Usage Guidelines

1. All activities in Crosstown facilities, including setup and clean-up, must be sponsored and supervised by an on-site adult Crosstown member.
2. Crosstown requires adequate adult sponsors when children are present. For this purpose, a child is considered anyone under age 18 and an adult sponsor must be 22 or older. One male and/or one female intern who has completed their 2nd year of college may also be considered as an adult sponsor. Regardless of a participating intern, a sponsor 22 or older must be provided.
 - a. When children are present, there must be a minimum of 2 adult sponsors present.
 - b. If a female child is present, then a female adult sponsor must be present. If a male child is present, then a male adult sponsor must be present.
3. Crosstown owned tables and chairs are not to be taken from the building without prior approval.
 - a. If chairs and tables are needed for an off-site Crosstown ministry event, requests can be made through the Crosstown office.
 - b. Needs for activities / events not sponsored by a Crosstown ministry are approved upon discretion of the Crosstown Elders.
4. Items left in a Crosstown kitchen refrigerator, freezer, or walk-in cooler are subject to be discarded after 4 days.
5. After each use: Return the room to the 'pre-use' configuration. Clean up any messes. If food items have been deposited in the trash, the trash should be taken to the outside dumpster.
6. Personal dishes, decorations, supplies, equipment, etc. brought in for the event must be removed by the end of the day of the event.
7. If the event is not sponsored under a ministry of Crosstown, user will supply ALL paper and food goods.
8. At the conclusion of the event, ALL lights, stoves, ovens, kitchen ventilation, and dishwashers, are to be turned OFF prior to departure.
 - a. Overnight guests: after every meal, ALL lights, stoves, ovens, kitchen ventilation, and dishwashers, are to be turned OFF prior to departure for the day.
9. At the conclusion of the event, ALL doors are to be properly locked.
 - a. Overnight guests: during your stay, all doors are to be properly locked.
10. At the conclusion of the event, the alarm system is to be properly armed.
 - a. Overnight guests: during your stay, the alarm system is to be properly armed daily.
11. Clean-up will be the responsibility of the user and member sponsor. An attitude of "leave it better than you found it" is expected and appreciated.
12. The requestor must make the Crosstown office aware of any non-Crosstown equipment that will be brought to an event. The office must be made aware at least 5 days before the event and approval given prior to the event.

Restrictions

1. ABSOLUTELY NO ALCOHOL, SMOKING, DRUGS, PETS, FIREWORKS, OR FIREARMS ON CROSSTOWN PROPERTY – WHETHER CONSUMED / USED OR NOT.
2. No business sales – unless approved by Elders.
3. No beverages red in color are to be used or consumed in the Crosstown building.
4. No “hanging” on basketball rims or nets.
5. No sports are to be played during food fellowships.
6. No sports are to be played while Bible Classes are in session.
7. No balls or sports equipment are to be bounced or used against walls, ceilings, partitions, windows, doors, or on top of the storage rooms.
8. No climbing up, or on, basketball goals or activity center equipment at any time.
9. No hardball activities (i.e. baseball, soccer, tennis, kickball, etc.).
10. No roller-blading, skateboarding, bicycling, or similar inside any part of the Crosstown building.
11. No propping open of external doors at any time.
12. Individuals of the activity are restricted to the parts of the building specified in this agreement under “Area(s) / Rooms Requested.”
13. No use of instruments in the Auditorium
14. No Worship type songs accompanied with instruments (live or recorded) used in the building.
15. Use good judgement on song choice, especially related to content/language.
16. No dancing of any kind on the Crosstown property, including bride / groom first dance.

I have read the above restrictions: Initials of Guest _____ Initials of Sponsoring Member _____

Kitchen Usage and Building Cleaning Responsibilities

- A copy of cleaning responsibilities will be provided by the office with this agreement.
- A copy of Kitchen Usage responsibilities will be provided by the office with this agreement.
- The sponsoring member is ultimately responsible for ensuring the building is properly cleaned at the end of the event or your stay.

External Organizations

Is this request for a business (either for-profit, or non-profit) or other external organization?

Yes no

If yes please request a external use organizations agreement. This agreement is for individuals only.

CROSTOWN FACILITY REQUEST

Sponsoring / Attending Member: _____ Phone Number: _____

Sponsoring / Attending Member's E-mail: _____

Guest / Member name using the facility if different from above: _____

Guest Contact E-mail: _____ Phone: _____

Event Name: _____ Event Date / Time: _____
 (Include set-up / clean-up time)

Description of Event: _____ (Ex. Birthday party, Banquet, Reception)

Area(s) / Rooms Requested: Activity Center ~ Commercial Kitchen ~ Hospitality Room ~ Room 122-123, Room 123
 Kitchen ~ Auditorium ~ Foyer ~ Youth Gathering Room ~ Classroom ____, ____, _____. **(Please circle all that apply)**

Using Outside Equipment? Yes / No (List any outside equipment here – use back if necessary)

By signing below, the sponsoring member agrees to the policies, procedures, and guidelines stated above in the Policy Agreement document. By signing below, the sponsoring member agrees to the following:

- Obtain and return facility keys
- Obtain an alarm code
- Unlock the building and disarm the alarm for the event, including setup.
- Ensure the building is locked and alarm properly armed at the end of the event.
- Ensure adequate adult supervision for any event with children 17 years old or younger.
- Ensure all usage guidelines, restrictions, and cleaning responsibilities are met.

**Signature of the Sponsoring/Attending Member of the
 Crosstown Church of Christ**

Date Signed

Signature of Guest / Member Using Facility

Date Signed

**Signature of office staff verifying calendar availability
 of Date/time/room(s) requested**

Date Signed

Signature of Crosstown Elder approving the request

Date Signed

**Facility Usage request and booking of the Crosstown facility is not approved until signed
 by a Crosstown Elder and a copy returned to the sponsoring member.**