



Event and Facility Use Guidelines

Stewardship • Ministry Readiness • Partnership of Care

Our facilities and property are resources entrusted to Community Church by God. We seek to use them in ways that bring Him glory, serve people, advance ministry, and preserve readiness for Sunday morning and Wednesday night ministries for all ages.

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These Guidelines provide one consistent standard for members, ministries, staff, and approved outside users. Specific event agreements may add requirements based on the type of use.

1. Stewardship, Ministry Priority, and Scheduling

Community Church believes its buildings, grounds, furnishings, equipment, and other resources are gifts God has entrusted to the church. Their use should bring God glory, support ministry, serve people, and preserve the church's ability to provide excellent Sunday morning and Wednesday night ministries for all ages.

Our goal is not to unnecessarily restrict appropriate use. We seek to balance hospitality, ministry opportunity, member use, and community service with responsible consideration of scheduling, custodial needs, staff and volunteer workload, utilities, maintenance, equipment use, and normal wear.

Partnership of care means shared responsibility and accountability for stewarding what God has provided. Every approved user is responsible for protecting the campus and returning affected areas to ministry readiness.

Sunday morning and Wednesday night ministries receive priority. Funerals, memorial services, and other significant ministry needs may also receive priority. Events may be relocated, rescheduled, or canceled when necessary to protect the church's primary ministry mission.

When reviewing a request, leadership may consider:

- Purpose, size, duration, frequency, attendance, and relationship to the mission and beliefs of Community Church.
- Rooms, grounds, equipment, kitchens, playgrounds, technical systems, and support services requested.
- Impact on scheduled ministries, funerals, staff and volunteer availability, custodial needs, utilities, and facility wear.
- The requesters or group's history of responsible facility use and care.

2. Approval and Event Responsibility

- All events must be requested and approved in advance. Only approved rooms, areas, equipment, and activities may be used.
- A **responsible leader** must be identified and present throughout the event. That leader is accountable for communicating and enforcing these Guidelines.
- Changes to the event purpose, attendance, schedule, rooms, food service, technical needs, or support requirements must be approved before the event.
- Church-sponsored status or membership does not remove responsibility for setup, supervision, takedown, cleaning, security, damage, or restoration.
- Staff and ministry leaders must coordinate any custodial, audiovisual, streaming, security, or special-event labor in advance.
- Direct event expenses may be charged to the sponsoring ministry budget when applicable.

3. Facility-Use Categories and Fees

Use Category	General Fee Approach	Key Expectation
Church-Sponsored Ministry	"Planned and approved ministry events will NOT be charged facility-use fees, direct labor, technical, custodial, security, repair, or other event costs."	The ministry leader remains responsible for facility care and restoration.
Active Member Personal Use	Subject to the current use rate. Fees may be reduced, offset, or waived only when approved in advance and assigned care responsibilities are completed.	Membership alone does not automatically provide free use.
Funeral or Memorial Service	Building-use fees for members, nonmembers, and other churches are normally waived as a ministry courtesy, subject to leadership confirmation.	Labor, audiovisual, streaming, security, custodial, damage, and other direct expenses are <u>not</u> automatically waived.
Outside or Community Organization	Subject to the current fee schedule, deposits, insurance requirements, and any approved ministry or nonprofit consideration.	A separate recurring-use agreement, insurance, background checks, deposits, or inspections may be required.

Fee administration: Fees, deposits, discounts, waivers, and exceptions are governed by the current Facility Use Fee Schedule and must be approved in advance. Required paid labor is calculated according to the current Community Church Hourly Employee Wage Guidelines.

4. Facility Care and Ministry Readiness

All affected rooms, hallways, entrances, restrooms, kitchens, furnishings, equipment, and outdoor areas must be returned to Sunday-morning and Wednesday-night ministry readiness.

At a minimum, [the responsible leader](#) must ensure:

- Room arrangements, tables, chairs, furnishings, partitions, and approved equipment are restored to their designated setup.
- Decorations, food, supplies, personal items, and event materials are removed.
- Used surfaces are cleaned; affected carpet is vacuumed; affected hard floors are swept and mopped; glass doors, affected windows, mirrors, and bathroom fixtures are cleaned.
- All trash from used receptacles is taken to the outside dumpster and liners are replaced as needed.
- Kitchens and beverage areas are cleaned, food is removed, and church items are washed and returned.
- Entrances, sidewalks, doorways, playgrounds, and outdoor areas used by the event are checked for litter or event-related debris.
- The building is left secure and only approved lights, appliances, and equipment are turned off.

Detailed standard: Appendix A provides the universal guest-readiness checklist. Appendix B lists only building-specific additions. Periodic custodial tasks and specialized maintenance are completed only when specifically assigned by the event liaison.

5. Safety, Children, and Restricted Areas

- Children must remain under responsible adult supervision at all times.
- Organized programming for minors may require approved adult-to-child ratios, background checks, participant lists, and other safety requirements.
- Outside organizations serving minors may be required to provide current liability insurance naming Community Church as an additional insured.
- Offices, workrooms, storage rooms, audio-visual rooms, stages, technical areas, mechanical rooms, and other restricted areas may not be entered or used without approval.
- Playgrounds, fields, games, partitions, and activity centers may be used only as approved and with appropriate supervision.
- Keys, access cards, and alarm codes may not be shared or duplicated.

6. Building Systems and Technical Equipment

Thermostats and building systems. Facility users may not adjust thermostats or temperature settings. Contact the designated event liaison for any needed adjustment. Do not turn off, adjust, disconnect, or reset HVAC, security, lighting, audio, video, streaming, or other building systems unless specifically authorized.

Audio, video, amplification, and technical equipment. Only authorized and trained staff members, volunteers, or facility users may turn on, adjust, connect to, move, disconnect, reconfigure, or operate church technical equipment.

This includes, but is not limited to:

- Computers, presentation systems, projectors, screens, cameras, and video equipment.
- Soundboards, microphones, speakers, amplification systems, cables, wireless systems, and in-ear monitors.
- Stage and house lighting, lighting-control systems, streaming and recording hardware/software.
- Musical instruments, instrument connections, direct boxes, stands, and other stage equipment.

Prepared settings may not be altered. When sound, lighting, stage, streaming, projection, or other technical settings are prepared in advance, no adjustment may be made without an authorized and trained individual. Technical support must be requested and approved in advance.

7. Decorations, Consumables, and Prohibited Activities

- Decorations must be approved and installed without damaging walls, doors, floors, glass, furnishings, ceilings, or equipment. Flame-resistant materials may be required.
- Unless otherwise approved, cups, plates, napkins, utensils, coffee, tea, and other consumables are not included in facility use.
- Candles are prohibited unless specifically approved for ceremonial use and safely contained.
- Alcohol, illegal drugs, profanity, hunting, unauthorized weapons, and tobacco use inside church buildings are prohibited.
- All activities and conduct must remain compatible with the mission, beliefs, practices, and standards of Community Church.

8. Inspection, Incidents, Damage, and Schedule Changes

- Community Church may inspect facilities before, during, or after use. Deposits and fee waivers are subject to satisfactory completion of assigned care and restoration requirements.
- The requesting person, ministry, or organization is responsible for event-related damage, excessive cleaning, loss, repair, or replacement, normal wear and tear excepted.
- Any injury, security incident, property damage, equipment failure, or significant spill must be reported immediately to the event liaison or designated church representative. An incident report may be required.
- Unsafe conditions, unauthorized activities, misuse of facilities, or repeated failure to meet expectations may result in additional charges, required paid support, restriction of future use, or immediate termination of the event.
- Cancellations or material schedule changes must be reported promptly. Fees, deposits, and incurred labor expenses will be handled according to the approved event agreement and current fee schedule.

9. Event Request and Support Review

Event or Ministry Name	
Responsible Leader	
Phone / Email	
Event Date and Time	
Requested Rooms / Areas	
Estimated Attendance	
Setup / Takedown Times	
Requested Support	

Requested support (check all that apply):

- | | | |
|---|--|---|
| ☐ Audio-visual production | ☐ Online streaming | ☐ Lighting or sound technician |
| ☐ Event coordination | ☐ Safety or security | ☐ Custodial support |
| ☐ Special setup or equipment | ☐ Other approved staffing or services | |

Required paid labor is subject to advance approval and the current Hourly Employee Wage Guidelines.

10. Acknowledgment and Agreement Status

By signing below, I acknowledge that I have read and understand these Guidelines and accept responsibility for ensuring that all requirements are followed before, during, and after facility use. I understand that discounted or waived facility use does not waive responsibility for supervision, setup, takedown, cleaning, security, damage, labor, or restoration.

These Guidelines are incorporated by reference into the applicable Event Request, Facility Use Agreement, recurring-use agreement, or other approved facility-use document. If a conflict exists, the signed agreement, approved event terms, and current Facility Use Fee Schedule control.

Ministry / Organization: _____

Responsible Leader Signature: _____

Printed Name: _____

Date: _____

Facility / Event Coordinator: _____

Date: _____

Leadership Approval: _____

Date: _____

Appendix A – Universal Guest-Readiness Checklist

Use this checklist for every event. The event liaison may assign only the areas actually affected by the event and may add event-specific requirements.

Area	Guest-Readiness Standard
Rooms / Furnishings	Remove decorations, food, supplies, and personal items. Wipe used tables, chairs, counters, and common surfaces. Restore the approved room arrangement and return church items to their designated locations.
Floors	Vacuum affected carpet, rugs, classrooms, lobbies, hallways, and venues. Sweep and mop affected hard-surface floors.
Glass / Doors / Windows	Clean affected glass doors and windows; remove fingerprints, smudges, tape, residue, and event-related marks.
Restrooms	Clean toilets, urinals where present, sinks, counters, mirrors, stall doors, accessible handrails, and diaper-changing stations where present. Check restroom supplies, empty trash/sanitary containers, sweep, and mop.
Kitchens / Beverage Areas	Remove food and open containers; empty and wipe trash containers; clean counters, appliances, microwaves, sinks, and used serving areas; wash and return church items; sweep and mop.
Trash	Take trash from every used receptacle to the outside dumpster and replace liners as needed.
Entrances / Exterior	Check doorways, sidewalks, drives, playgrounds, and outdoor areas used by the event; remove litter and event-related debris.
Final Reset / Security	Confirm assigned rooms are restored, only approved lights/equipment are turned off, thermostats remain at designated settings, perimeter doors are checked, and the building is properly secured.

Appendix B – Building-Specific Requirements

The Universal Guest-Readiness Checklist applies in every building. The following items are additional requirements unique to the listed areas.

Building / Area	Additional Requirement	Notes
Kids' Building – Supplies	Vacuums are normally in the Venue; trash bags are normally stored in trash cans; cleaning supplies and the mop system are normally in or near the warming kitchen.	Verify current locations with the event liaison before use.
Kids' Building – Venue	Vacuum affected stage/activity areas and restore the Venue to the approved ministry setup.	
Kids' Building – Classrooms	Reset each classroom to its approved Sunday arrangement after use.	
Main Building – Offices	Pastors', Executive, and Front Office areas may be used only when specifically approved.	
Main Building – Adult Classrooms / Green Room	Reset each room for the next class or approved Sunday arrangement.	
Main Building – Worship Center / AV Booth	Pick up trash from seating and communion-cup holders, vacuum affected floor/stage/AV areas with approved equipment, clean new beverage stains, and straighten chairs using the approved alignment method.	Do not adjust audio, lighting, streaming, projection, or stage settings without an authorized and trained individual.

Appendix C – Event-Specific Facility Care Assignment

The event liaison may use this page to identify only the rooms and tasks assigned to a specific event.

Area / Task	Responsible Person	Completed	Event Liaison Review

Event Liaison Notes:

Responsible Leader Signature	Date
Event Liaison Signature	Date
Final Inspection Completed By	Date