

*the crossing @ birchwood*  
*Facility Use Guidelines Pamphlet*

*January 24, 2008*

## ***the crossing @ birchwood*** **Facility Use Guidelines**

the crossing @ birchwood (tc@b) is committed to the ministry of Jesus Christ. As such, the use of all church facilities shall be prioritized in the following manner:

1. First priority is given to tc@b and Birchwood Christian School (BCS) ministry functions and sponsored events.
2. Second priority is given to evangelical churches within our community for ministry functions or sponsored events.
3. Third priority is given to organizations with Christian affiliation for ministry functions or events.
4. Fourth priority is given to community or other organizations at the discretion of the leadership of the crossing @ birchwood.

### ***tc@b Wedding Policy***

- 1) All weddings are held in the chapel unless otherwise specified.
- 2) tc@b members pay no facility rental fee.
- 3) The Wedding party is responsible for all decorations to the facility and removal of the same. Removal of decorations should take place no later than two hours after the reception.
- 4) The Wedding party makes all arrangements regarding music/sound for the wedding.
- 5) Non-members pay \$350 rental fee for the tc@b chapel (seats ~250).
- 6) Non-member non-profit organizations pay \$550 rental fee for use of the Gym
- 7) Non-members pay \$100 to use the kitchen/reception area if desired on the day of the wedding.
- 8) Non-members pay \$250 wedding fee to the pastor if he is performing the wedding.
- 9) In addition to facility use fees, wedding party will pay our wedding consultant \$20 per hour and sound technician \$20 per hour to be on hand during the wedding (and rehearsal if needed).
- 10) No alcohol or tobacco allowed on church property.

## ***Building Use Policy***

1. Request for building use should be made **in writing** to the Director of Facility Management (DFM) or his appointed designee and should include dates, starting and ending times, and activities to be performed. (Use the Facility Use Agreement Form (page 6 of this document.) It should be hand delivered by the individual who will be in charge and responsible for the group that is in the building. Final approval will be made by the tc@b staff, pending compliance with the items below.
2. Groups wishing to use the crossing @ birchwood facilities will need to work around calendar events already scheduled by the church, including regular worship hours. The times used must accommodate the crossing @ birchwood activities.
3. In the interest of safety and liability, children are to be supervised at all times and are to be kept in the contracted meeting area. Please, no running or playing throughout the building.
4. The leader or designated coordinator will be responsible for the security of the building: lights out, doors locked, heat down to 60 degrees, kitchen cleaned, kitchen supplies replaced or paid for, setting up and returning equipment/furnishing to their proper arrangement per room diagram, if used. For non-church(tc@b)/school(BCS) functions, the group will be required to hire a tc@b staff member or tc@b approved leader to be present during the function.
5. This facility is available to government agencies, service clubs, community groups and religious organizations that believe in and teach the Gospel and Lordship of Christ. We will give preference to non-profit and service club organizations and encourage profit-oriented groups to seek accommodations within the business community.
6. Weddings and funerals are to be approved by the Senior Pastor or his designated representative.
7. the crossing @ birchwood is not liable for any loss or injury incurred while using this building.
8. No alcohol, tobacco, or illegal drugs are allowed at any time in the facility. Altercations or foul language will not be tolerated.

9. No furniture, equipment or any other items may be brought into the facility without the approval of the Director of Facility Management (DFM). No furniture or other items may be moved for any reason without the express permission of church personnel. **Any items moved must be returned to their previous positions by the organization using the facility. Failure to do so will result in an additional fee of \$50 per hour to the crossing @ birchwood for the time spent in restoring the facility (minimum charge of \$50).**
10. Nothing may be affixed to the walls, ceilings, floors, windows, or doors without the approval of the DFM.
11. The stage or bleachers shall not be used without special permission of the DFM.
12. No sound, lighting, musical, electronics (i.e. TVs, VCR, DVD players, etc.), or any other tc@b equipment may be used without the approval of the DFM.
13. The requestor assumes all responsibility for the actions of the attendees and for the care and condition of the facility resulting from its use. Facility should be left as clean as the condition it was before the requestor's use. (i.e. trash needs to be removed, floors clean of debris, restrooms in clean order) Requestor may choose to hire tc@b custodial personnel if available.
14. No use that is in conflict with the teachings of Jesus Christ shall be permitted.
15. Musical Instruments on the Gym platform shall not be used without prior permission
16. User must provide a certificate of Liability Insurance, endorsed to add the crossing @ birchwood, as an additional insured during the dates of the contract. Have your Insurance Carrier mail or fax a copy of the certificate to us before your contract date.
17. The person signing the Facility Use Agreement for the organization leasing the facility assumes all responsibility for the care and condition of the facility resultant from its use. The DFM or his designee will open and close the building for you. Any damage to the facility will be immediately reported to the DFM and repairs or restoration will be paid for by the organization leasing the facility.

If the crossing @ birchwood deems it necessary to terminate a group's use of the tc@b facilities, tc@b will give user 2 weeks notice to terminate. tc@b reserves the right to terminate immediately (without 2 weeks notice) if violations of facility use guidelines occur.

**Fee Schedule:**

\*Non-Profit Organizations- \$350 per day Facility Use Fee for **Chapel only**.

\*Other Organizations- \$500 per day Facility Use for **Chapel only**.

\*Non-Profit Organizations - \$550 per day Facility Use Fee for **Gym only**.

\*Other Organizations- \$700 per day Facility Use for **Gym only**

\* Gym rental by the hour is \$40/hour for the first two hours and \$25/hour for each additional hour. However, on Saturday afternoon, the rental will be \$50/hour for the first two hours and \$35/hour for each additional hour.

\* Individual classrooms may be rented on a space available basis by organizations outside the church at a rate of \$20/hour. A staff person or their designee must be on site during the meeting.

\***Note:** Fees do *not* include the use of sound or media systems. Outside organizations are expected to make their own arrangements to fulfill these needs. They must contact and hire sound technicians from our staff to use our equipment. Names and phone numbers of trained individuals are available upon request from the church office (688-3222 ext 208).

\*\* A \$200 damage deposit and full payment is required at the time a facility use agreement is signed.

If additional information is needed, please feel free to call the church office (688-3222 ext 208). The DFM or his appointed designee will evaluate situations not included in this policy. The church staff will monitor this policy. We are pleased to be of service and able to provide a meeting space.

## tc@b Facility/Asset Use Agreement Form

1. Facility Area(s)/Asset Requested (please be specific with room #s, van, trailer, DVD, etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Use of Stage \_\_\_\_\_  
Yes No

3. Use of Bleachers \_\_\_\_\_  
Yes No

4. Date(s) needed: \_\_\_\_\_ (Time of day facility needed) Start: \_\_\_\_\_  
End: \_\_\_\_\_

5. Name of Event/Actual time of the event: \_\_\_\_\_ / \_\_\_\_\_

6. Organization: \_\_\_\_\_ Number of people attending event: \_\_\_\_\_

7. Person requesting the Facility/Asset:

\_\_\_\_\_ Yes \_\_\_ No \_\_\_  
Name tc@b Member Phone (hm) Phone (wk) Phone (cell)

**Additional info  
needed on  
non-church  
members**

→ \_\_\_\_\_ Mailing Street/POB Address  
\_\_\_\_\_ City, State, & Zip  
\_\_\_\_\_ Email \_\_\_\_\_ Fax

8. Upon Facility Use approval, total fees to be paid are:

\_\_\_\_\_ \$200.00 Damage deposit  
\_\_\_\_\_ Facility usage fees  
\_\_\_\_\_ Total Due to Tc@b

**Facility Use Requirements are outlined in the tc@b Facility Use Guideline Pamphlet. I have read the tc@b Facility Use Guideline Pamphlet and agree to adhere to those requirements and pay the fees associated with the use of the crossing @ birchwood facilities. I also agree to pay all costs associated with any damages to tc@b property:**

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of DFM

Damage Deposit Received by: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

