

Crossway Baptist Church - Facility Guidelines

The buildings and property of Crossway Baptist Church are considered a means to provide opportunities for the congregation to worship, fellowship, and witness/serve the community. These guidelines were developed to insure that the facilities are utilized in a way that brings honor and glory to our Lord and Savior Jesus Christ.

I. FACILITY USE

While Crossway would like to extend its facilities to all groups, the day and age we live in does not allow for this. Groups advocating values or actions contrary to Christian character and the example of Christ are not permitted use of church facilities. The church buildings, equipment and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable or community benefit. Crossway facilities are available in accordance with the following general priorities and guidelines:

1. Church worship
2. Weddings, Vow Renewals, Anniversaries and Funerals. (Wedding & Vow Renewal requests are guided by the church's wedding policy which can be found on the Facility Use page of our website.)
3. Meetings of core ministry groups within the church (Men's Ministry, Women's Ministry, Children's Ministry, Student Ministry, Life Group, etc.)
4. Groups that have an affinity to Crossway Baptist Church (non-profit Christian organizations) such as AWANA, Greene County Baptist Association, etc.
5. Personal use by members (birthdays, anniversaries, and graduations).

II. FACILITY FEES

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| • Life Group, Ministry, Church-sponsored events & funerals | No Fee |
| • Personal Use by Crossway members (Only KidZone Gym & Kitchen, and the Student Center Lobby & Kitchen) | \$75.00 |
| • Other approved groups | TBD |

III. FACILITY AREAS

- Hospitality Area (62-person capacity)
- Chapel (90 person capacity)
- Adult Wing Classrooms (25 – 70 person capacity)
- KidZone Gym (350 person capacity)
- Student Center Main Lobby (100 person capacity)
- Student Center Partial Gym (80 person capacity)
- Student Center Gym (350 + capacity)
- High School Lobby (80 person capacity)
- REACH Young Single Adult Lobby (80 person capacity)

Additional Details:

1. To honor our custodial staff, only events that do not require setup will be scheduled on Sundays. However, events may be scheduled after the evening service in the KidZone Gym if the class/ministry agrees to setup/take down their own tables & chairs. *During the summer, events can start at 12:45 PM and must end by 5:00 PM
2. Capacities listed above are for theatre seating not table seating.
3. Events on Fridays should be cleared out no later than 10:00 PM. Events on Saturdays should be cleared out no later than 5:00 PM in the Student Center Gym, and 8:00 PM in the KidZone Gym.

4. Personal Use – The KidZone Gym/Kitchen and Student Center Lobby/Kitchen is the only area available for personal use. If you have an audio-visual need, a media tech will be assigned to your event and a fee of \$20 per hour will be collected with a two hour minimum.

IV. FACILITY SCHEDULING

Before scheduling an activity and/or meeting, a request should be made through the church office a minimum of 2 weeks in advance.

Church sponsored groups or church related functions will be given priority in scheduling events/meetings. The volume of events in any given weekend may also play a factor in event confirmations.

PROCEDURE:

1. Facilities Request Forms are located in the Adult Resource Room. This form should be completed and placed in the “Offering Box” at the Resource Desk. An online form is also available at crosswaybc.org. Please fill out the form completely, indicating everything you need for the event. If a detailed drawing of the “event set up” is necessary, please attach that to the request.
2. Requests are reviewed on Tuesdays. You will be notified once your request is approved or contacted if there is a conflict in scheduling. The event will then be placed on the church calendar.

CANCELLATIONS:

If it is necessary to close the church due to inclement weather, scheduled users should access the church’s website, Realm or Crossway’s Facebook page for information. For any other emergency closings, the office staff will notify the scheduled users.

V. FACILITY USE REQUIREMENTS

- Courtesy – Please be aware that several groups may use the facility at one time. It is important to stay in your designated area to avoid interfering with other activities.
- Groups or organizations using the facilities will be responsible for any and all damages to the church property caused during the meeting. The church will not be liable for personal belongings that may be left or damaged as part of the meeting.
- An adult member (21 years old minimum) must be present and in charge of any activity.
- There will be no use of tobacco or alcohol products in the church buildings.
- No dancing or irreverent music will be permitted in the church buildings.
- The use of nails, screws, or adhesive tape is prohibited in all church buildings.
- Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any structure that may be damaged. They are to be posted only on cork stripping. Painters tape may be used to decorate for banquets and showers.
- The piano and furnishings on the platform in the Sanctuary cannot be moved except by permission of the church’s music minister or church administrator.
- Furniture from the Hospitality Area, Student Center Main Lobby, High School Lobby, and College Lobby cannot be moved for any reason including tables and chairs.
- No skateboards, hover-boards, or roller blades are allowed on the church premises or in the building.
- Disposable products, coffee, and supplies are not to be used for personal use.
- Non-church activity reservations will not be scheduled on a recurring basis.
- Classes can use an area once every 3 weeks. This allows other groups to use the facility.
- An event held on Sunday morning cannot start before 12:45 PM.
- No pets are allowed in the building with the exception of service dogs.