

Christ Church of NWA

Facilities Usage Policy - 2024

Policy Purpose. Believing that our facilities are entrusted to us by God to serve and bless others, Christ Church welcomes their use for responsible, Christ-honoring function. These guidelines describe the process for scheduling use of the facilities, establishing parameters for their appropriate use, and the fees that may be required to defray the cost of facility operation and personnel who must be present for events.

Disclaimer. Christ Church, its staff, and its partners are not responsible for thefts or accidents that take place during the use of the facilities for non-church functions. Please exercise common-sense safety precautions, and do not leave valuables unattended at any time.

General Policy Provisions

Alcohol/Smoking/Drug Prohibitions: Alcoholic beverages are not allowed on church property. Smoking and vaping are not allowed in church facilities. The use of illegal drugs and controlled substances is not permitted on church property.

Audio/Visual Needs. Use of church audio/visual equipment in the chapel or worship center should only be used under the supervision of church staff or trained volunteers. If an outside group expects to utilize audio/visual equipment in either the chapel or worship center, they must make advance arrangements with the church to either have a paid AV technician onsite or have a capable person receive training in advance of the event by appropriate staff.

Beverages & Food: Food and drinks are permitted in all areas of the church facilities. Staging of food to be served should generally be managed from the church kitchen, although staging can occur in the café, youth area, or kids area with advance approval of appropriate ministry staff.

Café: The church café area has seating for approximately 55 persons at tables. If the tables are moved for an event they need to be put back into place at the end of the event. The café has a counter area and ice dispenser available for use. The ice dispense is manually filled.

Candles: Candles are not permitted in any church facilities except for worship services.

Cleanliness: Facility users are expected to leave the building relatively clean and removal all items including but not limited to handouts, materials, equipment, merchandise, temporary signage, and supplies prior to leaving the facilities after the event.

Conduct: The conduct of all persons attending programs is expected to be respectful of the environment of the church. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

End Time: All events held at the church should conclude no later than 9:30 p.m. unless prior approval is received from the Director of Administration or the Lead Pastor.

Facility Access: Any partner, non-partner, or group that has been scheduled to use church facilities is responsible for coordinating with the church administration to gain access to the church facilities, which may include provision of a temporary access code or checking out a key during regular office hours and returning the key promptly after the scheduled event.

Funerals: Funeral services will be provided to Christ Church partners or immediate family members of church partners at no charge. Requests for funerals of persons who are not Christ Church partners must be approved by the Lead Pastor or Director of Administration. Funeral scheduling should be requested through a pastor or the Director of Care Ministries.

Ice: Ice is available in the church kitchen and is available for use as needed at no charge.

Kitchen: The Christ Church kitchen is only a catering kitchen and is not designed for meals to be prepared onsite. It does include a coffee maker, tea maker, cappuccino machine, warming oven for catered food, staging table, ice machine, and washing sink. A commercial refrigerator and freezer are also onsite, but use of these is limited to church ministries only unless an exception is granted by the Director of Administration or Lead Pastor. The kitchen contains various supplies including paper products, utensils, and cups. Use of the supplies is limited to church ministries only.

Maintenance Issues: If any maintenance issues or facility damage are identified by staff or outside groups, please report these to the Director of Administration so that they may be addressed.

Non-Profit Use Only: None of the church facilities may be used for political functions or by for-profit entities. "Profitmaking," however, does not include the sale of books, music, t-shirts and the like by individuals and ministry organizations who have been approved to use church facilities for ministry-related purposes.

Policy exceptions: Any exceptions to church facility policies must be approved by the Director of Administration or Lead Pastor.

Priority: Ministry and worship events of Christ Church will always take precedence over outside groups usage of the church facilities.

Removal of property: At no time may any property (furniture, fixtures, literature, utensils, etc.) of the church be removed from the building for any purpose.

Scheduling: Event Request Forms may be found on the church website under the Events Page. Initiating a request begins with completion of this form which is then transmitted to the Director of Connections who will start the process of reviewing and scheduling the event. If an event is approved it is imperative that only the rooms assigned be used during the event due to set-up, preparation, and clean-up for other events within the facility.

Solicitation: No solicitation of any kind shall be permitted on church property unless advance approval is received from the Director of Administration or Lead Pastor.

Weddings. Either the bride or groom, or parents or grandparents of the bride or groom must be a partner of Christ Church in order to hold their wedding at the church. Wedding scheduling should be requested through the Director of Connections. Options for weddings include use of the church worship center which has a seating capacity of approximately 750 persons or the church chapel which has a seating capacity of 125.

Outside Groups

Generally, rental/usage of church facilities by outside groups (groups that are not affiliated with the ministry or mission of Christ Church) will be required to provide a certificate of liability insurance providing at least \$1 million of general liability coverage for one-time events and at least \$2 million of general liability coverage for recurring events. The certificate should be provided prior to the date of the event listing Christ Church of NWA as an additional insurance unless waived by the Director of Administration or Lead Pastor.

Approval for all outside events must be made by either the Lead Pastor or Director of Administration. Normal fees may be waived or adjusted in special or unique circumstances by the Lead Pastor or Director of Administration.

Outside groups may not use rooms designated for childcare unless approval has been previously received from the Director of Kids & Family Ministries.

Outside groups who need security services will be responsible for all costs associated with the provision of security.

Any damage – accidental or intentional – that is done to church facilities by outside groups during use will be the responsibility of the user. Church administration will arrange to repair any damage, with the user/group being financially responsible for all repair expenses.

Fee payment – payment of all fees for facilities usage may be made anytime in advance of the event, but no later than three business days prior to the event.

Fee Schedule

Audio/Visual Technician (2 hour minimum)	\$50/hour
Hospitality Coordinator (3 hour minimum)	\$50/hour
Adult Classroom (up to 6 hours)	\$100
Community Group Room (up to 6 hours)	\$100
Conference Room (up to 6 hours)	\$100
Setup/Take Down of Chapel Stage	\$150
Kitchen Use (for catered event)	\$150
Café/Chapel Area (up to 6 hours)	\$250
Cleaning Fee	\$250
Kids Ministry Area (up to 6 hours)	\$500
Worship Center (up to 6 hours)	\$500
Youth Café Area (up to 6 hours)	\$500