

CROSSROADS CHURCH Of Minnesota Facility Use Policy

The mission of CROSSROADS CHURCH of Minnesota (hereafter referred to as "CROSSROADS CHURCH") is, **"to reach out in love and acceptance so that all may become fully devoted followers of Jesus Christ."** The church is excited to provide its facilities and property for the use of both church members and members of the community. We believe this is a wonderful way to further our mission, get better connected to the community, and demonstrate the love of Christ. At the same time, we understand that we are God's stewards entrusted to maintain His church to carry out His mission. Thus, we expect any group using the facility to respect His property, and help us by restoring the facilities and property to their original condition. We set a recommended fee to help defray the costs of setup, electricity, gas, trash, janitorial, technology, other staff support, and parking. We also require a small security deposit in case any unexpected occurrences need to be handled.

Applicability of Policy

This policy is applicable to all ongoing events as well as any one-time event using the facilities. Any group desiring to use the facilities is asked to abide by these guidelines.

General Policies

- A) The Facility & Property Use policy is set by the church Trustees and may be amended by them.
- B) Priority for the use of the church facility and property shall be as follows:
 - Group 1). Ongoing, current services and ministries of CROSSROADS
 - Group 2). New ministries and programs sponsored by CROSSROADS
 - Group 3). Activities and meetings by members of CROSSROADS
 - Group 4). Community nonprofit and service groups
 - Group 5). For profit groups and organizations
- C) Alcoholic beverages are not allowed on the church property.
- D) Smoking is to take place outside of the building in the designated locations.
- E) Children and youth must have adequate adult supervision when using the building or property.
- F) Any user of the facilities or property after 3:00 pm on weekdays, anytime on Saturday, after 12:00 pm on Sunday, or at a time when the building is not staffed, is responsible to secure the building by following the instructions given by a staff member. The user should walk through the lock down procedure with a staff member or leader in the church prior to your event.
- G) Security deposit is \$100.00

Administration Policies

- A) To Make a Request for Use of the Facility or Property:
 - 1. An inquiring group contacts the church office by website (crossroadschurch.org) or by phone at 952-469-7729, and obtains a copy of the following:

- a. Request Form.
- b. Facility & Property Use Policy.
- c. Agreement for Use of CROSSROADS CHURCH space.
- 2. Forms are completed and returned to the church office with a downpayment agreed upon by both parties, at least **30** days prior to proposed usage (excluding times of a church funeral or an emergency), to ensure adequate time to review them, analyze the calendar, and set up appropriate arrangements. CROSSROADS will make every attempt to expedite and accommodate requests made under the 30 day limit, but no guarantees are made.
- 3. Whether approved or disapproved, the inquiring group will be notified within 24 hours office hours Monday - Thursday between 9:00 am –3:00 pm.
- B) CROSSROADS CHURCH reserves the right to refuse any group the privilege of using the facilities at any time.
- C) Reservations cannot be confirmed more than one year in advance for members or four months in advance for non-members (non profit), and non members (for profit).
- D) If the policy approved by the church does not provide the specific guidelines needed and there is no appropriate precedent to cover a specific case, the Office Administrator, in consultation with the Trustees and the Facilities Coordinator, are authorized to make a decision in each case. Staff will be notified of the event.
- E) Any fees that are paid should go toward staffing for the event (including facilities arrangements, technology support, hospitality requirements) and additional funds to be added to the General Fund as "Rental Income". Fees for services rendered by a staff member may be waived at the discretion of staff members if they so choose.

General Guidelines

- A) CROSSROADS CHURCH is a multi-use facility by design. Users are expected to be courteous to other groups by limiting their use to their assigned space, by supervising children and youth, and by using appropriate behavior and language.
- B) The use of musical instruments, the sound system, and audio visual equipment, in conjunction with use of building space, shall be approved by the appropriate staff member or volunteer leader. These uses may need to be supervised by a qualified and trained person and may require an extra fee. This equipment is not to leave the building without proper permission of these leaders.
- C) Some equipment such as a TV, VCR/DVD player, projector, laptop, etc. may be used with proper permission and training but are not to leave the building. To use this equipment one must request it following the same procedures mentioned above. Additional fees may apply.
- D) The use of decorations (including candles), rearranging of furniture, attachment of materials to the walls, and items of a similar nature shall only be done with the advice and consent of a church staff member. **Painters tape**, for example, is only to be used to hang items on walls, windows, door frames.
- E) All areas and property used shall be returned to their original condition. This means the group is responsible for clean up including vacuuming, sweeping, mopping if necessary, returning any moved items, taking out the trash if it is full or contains food, and shutting off the lights. Please notify the church if you notice any supplies that are low or any areas that

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may need our attention. (WARNING: The building will need to be in the original order it was found. If not, you will be charged a Custodial fee and you deposit may not be returned to you.)

- F) CROSSROADS CHURCH shall not be held liable by any persons injured while partaking in any event on the property.
- G) CROSSROADS CHURCH shall not be held responsible for any theft of damage to personal property while on the church premises.
- H) Any group whose mission or purpose conflicts with the mission or philosophy of CROSSROADS CHURCH may be denied use of space. References may be required.
- I) Use of glitter or confetti will not be allowed in the building.

Fees

Lakeville Campus Room	People Capacity	Price for Member (If applicable)	Price for Outside Group (Non Profit)	Price for Outside Group (For Profit)
Great Room	375-650	\$250	\$500	\$750
Lobby	80-100	\$100	\$200	\$300
Community Room	96	\$100	\$250	\$400
Ed. Room 1	20 - 25	\$25	\$50	\$50
Ed. Room 2	20 - 25	\$25	\$50	\$50
Nursery	15 - 20	\$25	\$50	\$50
Kitchen	10	\$25	\$50	\$50
Conference Room	10-12	\$25	\$50	\$50
Key Fob		\$25 deposit	\$50 deposit	\$50 deposit

Inver Grove Campus Room	People Capacity	Price for Member (If applicable)	Price for Outside Group (Non Profit)	Price for Outside Group (For Profit)
Worship Center	200	\$250	\$400	\$600
Lobby	75-100	\$100	\$200	\$300
Heritage Chapel	60-70	\$150	\$250	\$500
Noah's Ark Room	20 - 25	\$25	\$50	\$50
Mt. Sinai Room (Nursery)	20 - 25	\$25	\$50	\$50
Kitchen	5	\$25	\$50	\$50
Conference Room	15-20	\$25	\$50	\$50
Key Fob		\$25 deposit	\$50 deposit	\$50 deposit

Rates are for 0-2 hours. Each room increases by \$25 per every additional 1 hour.

Custodial fees will be applicable and assessed based on time and custodial support needed. The standard base rate is \$50 an hour.

Tech person fees will be applicable and assessed at a rate of \$50 per hour for support as determined by the CROSSROADS staff member.

Use of sound system and sound engineer is \$500.00. (additional fee)

CROSSROADS CHURCH is open to bartering with other non profits for use of space inexchange for services rendered, with the approval of Trustees and either the Office Administrator or Facilities Coordinator.

Other Policies

Nursery – see attached

Weddings – consult the Wedding Handbook

Loaning of equipment – the church does allow the use of the metal folding chairs and white rectangular folding tables for events outside of the CROSSROADS facility. An Equipment Use Request form would need to be completed and approved. Kitchen/Hospitality equipment is for church use only.

Funerals – Pay according to the chart above unless alternative arrangements are made with a staff member or Trustees representative.

Cancellations – CROSSROADS CHURCH may need to cancel an event and will follow the Lakeville School District when deciding on canceling activities due to weather. For information on whether an event has been canceled, please call the church office. If those entering this agreement find they need to cancel their event (and thus their agreement with the church to rent the facility), CROSSROADS CHURCH reserves the right to withhold a portion of the deposit to defray any costs or loss of income from another rental possibility.

Keys- There will be a **\$50.00 deposit for use of the key fob** and will be returned once the key fob is received. If a key is lost or damaged please contact the church immediately. Some special event key fobs may be issued and picked up prior to the event. If you have lost your key fob please notify the Office Administrator immediately when you have realized they are lost and then again if they are found.

This policy and procedure was approved by the CROSSROADS CHURCH Trustees and Church Board on August 10, 2023.

Facility Use Agreement with CROSSROADS CHURCH of Minnesota

1. No group or non-CROSSROADS event may preempt a church function. Groups using the building must be aware that unexpected funerals and other activities may require a change in their schedule or a move to a different room. (This rarely happens, and every effort will be made to avoid such a conflict.)
2. The use or possession of any illegal substances is prohibited in the building and on the grounds.
3. The use of tobacco in the building is prohibited. Smoking (of any substance, including vapes) is allowed in outside designated areas only. The designated area is away from the front doors and butts to be disposed of in the cigarette depository. Please notify your group of the proper location.
4. The use of alcoholic beverages in the building is prohibited.
5. A temporary electronic key fob may be issued to the group leader by the Office Administrator or Facilities Director. The decision for such is at the discretion of these persons in consultation with other staff and Trustees Chair and requires the same \$50 monetary security deposit as for members. The key should be returned as soon as the group has finished using the facilities by the process mentioned in the policy. Once the key has been returned the church will return the \$50 deposit.
6. Please be courteous to other groups by only using the areas assigned.
7. If chairs or tables are used, they must be wiped down and returned to their original locations as found by the group. All-purpose spray and other cleaning supplies can be found in the Mechanical Room between the Fire Sprinkler Room and the Table & Chair Storage area.
8. If the group is the last to leave, please follow the lock down procedure located under the security panels in the front entry, making sure all lights are off, and the entire building scanned for people and open doors.
9. If problems are found, they should be communicated to the Office Administrator in the church office at 952-469-PRAY (7729).
10. Trash containers should be emptied, and trash disposed of in the dumpster at the north end of the building. WARNING: the door will lock behind you when you take the trash out.
11. The floors/carpet should be vacuumed as required to pick up spilled food/crumbs or dropped materials. The vacuum and other cleaning supplies are located in the Fire Sprinkler Room and the Table & Chair Storage area.
12. The group is encouraged to carry its own liability insurance.

13. The group agrees to indemnify, defend, and hold CROSSROADS CHURCH harmless from any and all claims arising from the use of the church property by the group or any of its members.
14. The church reserves the right to amend or cancel the approved Request for Use at any time without cause.

Group/Organization Name: _____

Date: _____

Signature of Authorized Group/Organization Contact _____

I have read and fully understand the CROSSROADS CHURCH Building Use Policy, as well as any detailed policies relating to the specific space or equipment requested and agree to abide by these policies. All information provided by me is true.

Signature _____ **Date** _____

CROSSROADS Staff Signature _____ **Date** _____

Use Fee \$ _____ **Deposit Received:** _____ **Date** _____

Form of Payment _____ (Ck #, Cash, or Credit Card with 5% fee added)

Security Deposit \$ _____ **Deposit Received:** _____ **Date** _____

Form of Payment _____ (Ck #, Cash, or Credit Card with 5% fee added)

Copy of Agreement Received by Rental Organization _____ (initial Here) _____ **Date** _____

Office Use

<input type="checkbox"/> Deposit Received	<input type="checkbox"/> Confirmation/Denial Given
<input type="checkbox"/> Kitchen Policy	<input type="checkbox"/> Wedding Fees or Funeral Fees
<input type="checkbox"/> Nursery Policy	<input type="checkbox"/> Other Fees

Notes: _____

Appendix A:

**CROSSROADS CHURCH
Space Reservation Request**

Proposed Date and Time of Event _____

(Beginning and ending time, including setup and cleanup)

Dates can be confirmed no more than one year in advance for members and 4 months for non-members.

Group/Organization _____

Description of the Event _____

Contact Person _____ **Phone #** _____ **2nd Phone #** _____

Email Address _____

Address _____

City _____ **State/Zip** _____

Space Requested _____ **# of People Expected** _____