

CMF Facilities Use Policy

10/19/2016

General Policies:

1. **CMF Board of Trustees** with the Church Council is responsible for the church property and facilities. The trustees reserve the right to have a rep present at any event on the property and to charge a fee to cover such expenses.
2. **User Responsibilities:** Persons who use the facilities are responsible for reasonable care, cleaning, replacement/repair of any damage, leaving everything in its proper place, and agreeing to abide by the policies. Dust mops, wet mops, and buckets are in the janitor's closet and lower hall.
3. **Prohibitions:** Smoking, drugs, alcohol, violence, abusive language, and other detrimental or illegal conduct are prohibited.
4. **Reservations:** A **"responsible person"** over 21 shall make any reservation by contacting the church office and be present to ensure policies and use of facilities are properly maintained.
5. **Liability:** CMF is not to be held liable for any injuries.
6. **Curfew:** The facility shall be vacated by 10:30 pm except by prior arrangement.
7. **Rental fees** are assessed to cover utility and maintenance costs. Damages will incur additional reasonable repair fees.
8. For a **multi-day event**, rental and security deposit rates may be adjusted by the trustees in accordance with the number of rooms, facilities, and utilities required. Additionally the following apply:
 - a) Keys to the building and/or rooms may be loaned to the renters.
 - b) Use of the building for set-up, food prep, etc. prior to the event is included in the rental fees if so reserved.
 - c) Cleaning, janitorial duties, and management of the property during the event are the renter's responsibility.
 - d) Trash removal once per week is covered by the rent; if additional trash pick-ups are required, the renter shall pay for them.
 - e) The building and grounds shall be returned to proper state with everything cleaned up and put away within 2-3 days of the event.
 - f) Use of CMF equipment, WIFI, and supplies are not included; if needed, prices will be negotiated.

CMF Members

1. **Church-sponsored events** must reserve the facility but are not charged a rental fee. These are events sponsored or planned by a duly elected or appointed officer or committee fulfilling their responsibility for that office/committee.
2. **Youth events** are booked by the youth president and supported by the youth shepherds. They do not incur a rental fee. Use of the CCA sports equipment is permitted with a \$10 fee (or \$150 per calendar year). This fee is forwarded to CCA.
3. **Reservations** are made by contacting the church office with timely notice before an event, preferably during office hours.
4. **Personal use** of the facilities requires the rental fees posted below.
5. A **key** may be loaned to the "responsible person" over 21 who makes the reservation; he will be responsible to walk through the building before closing, to lock the building after the event, to flush toilets, turn off lights, secure all doors, and to observe and report any irregularities or damages. The key shall be returned promptly to the admin. Failure to do so will result in fines and/or loss of privileges.
6. After each event, before leaving the premises, the "responsible person" shall complete the **check-out sheet** and return it with the key under the church office door.

Non-CMF Members

1. **Reservations** for the use of CMF facilities shall be made at least 48 hours in advance by contacting the admin and shall require a **security deposit** and payment of **fees** posted below. The security deposit is forfeited by failure to abide by the policies, breakage or damage, or leaving the property not properly cleaned and in order.
2. **Liability:** Non-CMF parties shall sign a waiver of liability form upon reserving the facility.
3. A **CMF trustee** will open the building, inspect at closing, and determine if the security deposit shall be returned.
4. **Christian ministries** or non-profit organizations aligned with the mission of CMF, if approved by the CMF elders, are requested to give a donation to cover utilities and maintenance costs. If a CMF member makes the reservation and is willing to accept the position of the “responsible person,” we can waive the need for a trustee to open, close, and inspect the grounds. (See CMF Members # 5 above).
5. Before leaving the premises after an event, the “responsible person” shall complete the **check-out sheet** and return it under the church office door.

Procedures and Rates:

1. To reserve CMF facilities, the party shall contact the church admin.
2. The facility is considered reserved only when the applicable fees are paid or for CMF members the admin has posted the activity on the facilities calendar.
3. For non-CMF parties, the admin will notify the trustee chairman; he will open the building, oversee its use, determine if the deposit is to be refunded, and lock up the building.
4. Half-day is up to 5 hours; more than 5 hours is considered a whole day.
5. Fees and Rates:

| | <u>CMF Members</u> | <u>Non-members</u> | | |
|------------------------------|--------------------|--------------------|-----------------|----------------|
| | | <u>Half-day</u> | <u>Full day</u> | <u>Deposit</u> |
| Cafeteria | \$25 | \$50 | \$75 | \$80 |
| Kitchen | \$25 | \$50 | \$75 | \$80 |
| Gym* | \$25 | \$50 | \$75 | \$80 |
| Combination of above | \$50 | \$100 | \$150 | \$100 |
| Auditorium | \$30 | \$50 | \$75 | \$80 |
| *CCA sports equipment | \$10 | \$20 | \$20 | |

Classrooms: To be negotiated with trustees; ca. \$10-50, depending on number of rooms and hours needed.

Check-Out Sheet

“Responsible Person” checks off each item, notes exceptions on back, and returns this with key under office door before leaving the premises.

___ All exterior doors are securely locked,

___ Heat/AC is back to night-time settings.

___ Prohibitions were regarded.

___ No damages. Equipment and furniture are returned (note exceptions on back).

___ Floors are ___ dust-mopped or ___ wet-mopped.

___ Toilets are flushed, lights are out.

___ Property is vacant at _____ pm.

Date _____

Printed Name _____

Signature _____