

Cornerstone Fellowship Mililani Mauka (CFMM)
Facilities Use Policy

1. Restrictions On Use

- a. Use of church facilities shall be restricted to non-profit organizations.
- b. Use of church facilities shall be available for private use by CFMM Members. Sponsoring member must be present throughout activity.
- c. Use of church facilities shall be available for private use by CFMM Ministry Teams.
- d. Use of church facilities by any organizations shall not conflict with any church calendared activities.
- e. No drinking of alcoholic beverages or smoking shall be permitted on the church property.
- f. No skateboarding, bicycling, roller skating/blading shall be permitted on church property.
- g. Erection of temporary facilities / structures shall comply with City & County ordinance requirements. Any necessary permits shall be acquired prior to the event.
- h. Approved use of facilities shall be coordinated through the Church Office for inclusion in the church calendar.
- i. Use of facilities must not be for any fundraising or like purpose that will jeopardize the non-profit nature of the Church.
- j. All events shall not contradict the beliefs of Cornerstone Fellowship's ministry.

2. Priority Of Use

- a. Organizations / Ministries of Cornerstone Fellowship
- b. Cornerstone Fellowship Members
- c. Other Baptist organizations
- d. Other Christian organizations
- e. Community service organizations

3. Custodial / Utility Responsibility

- a. Organizations of this church and other Baptist organizations will not be required to make a cleaning deposit or pay the custodial fee, however, they will be expected to restore the facility to a clean and orderly condition.
- b. Other organizations (para 2d and 2e) will be required to pay the custodial fee and make a cleaning deposit. Such fees shall be paid upon making the reservation.
- c. Requirements for extended or long-term use will be addressed on a case by case basis.

4. Custodial Fees

- a. A fee of \$10.00 per day shall be charged for opening and closing the building. This fee will be paid to custodian for services.
- b. A deposit of \$50.00 per day shall be charged for cleaning. If using organization cleans and restores facilities to an orderly condition, the deposit will be refunded. If the custodian must clean up, the deposit will be paid to him/her for services.
- c. Decision to refund deposits shall be made by the Property & Space Chairperson or, in his absence, the Church Office.

5. Insurance Requirements

- a. All organizations shall be required to provide a copy of their Certificate of Insurance.
- b. All insurance shall be current.
- c. Cornerstone Fellowship Mililani Mauka and it's representatives shall be included as additional insureds.
- d. General Liability coverage shall be provided as a minimum. All organizational vehicles shall have current insurance. Excess Umbrella shall be required based on review of proposed activity by the Property & Space Chairperson or, in his absence, the Church Office.

6. Request for use of facilities must be submitted to the Church Office at least ten (10) business days in advance. Emergencies will be considered on a case by case basis.

7. The Property & Space Chairperson in conjunction with the Pastor and Church Office will approve/disapprove all requests.

Approved at the December 17, 2008 Church Business Meeting.

Cornerstone Fellowship Mililani Mauka Application to Use Facilities

Name of Individual/Organization _____

Contact Person _____ Title _____

Address _____

Phone: _____ Day _____ Evening _____

Date of Activity: _____ Time: _____

Purpose in using the church facilities: _____

Rooms/Areas that you or your organization will be using (please check):

- | | | | |
|---|-----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Breezeway | <input type="checkbox"/> Room 101 |
| <input type="checkbox"/> Room 102 | <input type="checkbox"/> Room 103 | <input type="checkbox"/> Room 104 | <input type="checkbox"/> Room 201 |
| <input type="checkbox"/> Room 202 | <input type="checkbox"/> Room 203 | <input type="checkbox"/> Room 204 | <input type="checkbox"/> Room 205 |
| <input type="checkbox"/> Exterior Grounds | <input type="checkbox"/> Parking | | |

I/We have read the Cornerstone Fellowship Building Use Policy. I/We will not hold Cornerstone Fellowship liable for any accidents that may occur while I/we are using the facilities. I/We will provide adequate supervision of those using the facilities. I/We will be responsible to clean up and lock up of all rooms that I/we use.

Signature of Organization's Representative requesting to borrow facilities:

Title: _____ Date: _____

Office Use Only (Do not write below)

Signature of Cornerstone Fellowship Representative

Title: _____ Date: _____

Certificate of Insurance Received: Yes No N/A Acceptable: Yes No

Deposit Amount Received _____ Cash Check

Date Received: _____ Date Returned: _____

Initial Receipt of
Returned Deposit: _____