



Policies and Guidelines Governing the Use of Facilities

Mission Statement

The Mission Statement of Church at Cane Bay will guide the decision-making process for any consideration of special uses of the building and grounds of Church at Cane Bay.

Our Mission Statement is:

To give every Man, Woman, and Child in our Area of Responsibility multiple opportunities to see, hear, and respond to the Gospel of Jesus Christ.

Therefore, all functions and usage of the facilities will be compatible with Christian belief and our mission as espoused by the church. If in doubt, please contact the Administrative Pastor who will determine the appropriateness of the request.

Priorities for Use of Space, Facilities, and Equipment

- Regularly scheduled services and meetings of Church at Cane Bay and Cane Bay Academy.
- Church at Cane Bay and Cane Bay Academy sponsored groups and ministries
- Activities and meetings of members of the Church at Cane Bay congregation
- Community non-profit organizations and service groups
- Other groups and organizations

Administrative Guidelines

Before scheduling an activity requiring a meeting room, the auditoriums, or other space, a request for such space shall be made to the Church at Cane Bay Calendar Coordinator. All assignments can then be coordinated and recorded on the Church Calendar.

Organizations, groups, or individuals not a part of the Church at Cane Bay congregation shall submit their requests for space in writing (Event Request Form) to the Church at Cane Bay Calendar Coordinator.

All fees must be paid through the Accounting Office within a week of booking.

If this general policy, as approved by the church, does not provide the specific guidelines needed, and there is no appropriate precedent to cover a specific case, the Administrative Pastor shall make a decision in each individual case.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Administrative Pastor or their delegated representative shall decide the matter and all individuals and groups shall abide by the Administrative Pastor's directions or forfeit immediately the use of any part of the facility.

Spaces Available

Church at Cane Bay has three primary spaces available for use:

1. The Auditorium - Seating for 300 people, complete with a 32 channel digital sound board, microphones, lights, and projection systems.
2. The Lobby - The lobby is a multipurpose space that can be used for table setups and serving food. Could seat 50-60 people.
3. The Conference Room - The conference room can seat about 20-30 people. There is a TV/DVD Player that can be used, as well as whiteboards.

General Policies Starting and Ending Times

- Monday through Friday from 8:00 a.m. through 9:00 p.m.
- Saturday from 8:00 a.m. through 8:00 p.m.
- Sunday from 1:00 p.m. through 4:00 p.m.

The building must be completely cleared no later than 9:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge of \$50/hour. For Saturday evening events, a Church at Cane Bay representative will need to be onsite near the end of event to ensure proper cleanup takes place.

Cost

Use of the building at any time is subject to a \$100 deposit. All deposits and fees outside of audio/video help shall be by check made out to Church at Cane Bay. We will hold the check and deposit if need. Otherwise, it will be shredded. For occasional community use that is light wear on the facility, the \$100 deposit is all that is required. For major events that require significant use of the facility, the cost is \$100 per hour needed.

Meetings

Meetings, parties, and activities that result in private financial gain will only be allowed where deemed appropriate by the Administrative Pastor and will be charged at a rate to be determined by the church depending on the type of

activity. Political parties may not attach or display political advertising on any part of the church property.

Weddings

Church facilities are available for weddings at the rate of \$500 for a four hour block of time. If more time is needed, it will be added at the rate of \$150 an hour. For more details concerning weddings, please see our separate document entitled Wedding Policies.

Room Setups

All rooms have been setup according to a designated standard room setup. Any setup changes requested by the group are subject to approval by the Administrative Pastor and/or Facility Director and are considered in the calculation of fees. Additional fees may be charged for setups that are deemed excessive.

Supervision of Children and Youth

This church has adopted the policy of Safe Auditoriums for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.
- Any questions regarding this policy should be directed to the Children and Family Ministry Pastor.

Childcare Space

Childcare space may or may not be available for your event. As we do not own our childcare space, but borrow it, it is only available during certain time slots. If it is available in the needed time slot, final approval must come from Cane Bay Academy. If available, our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a Church at Cane Bay qualified caregiver; both must be adults over the age of 18.

Church Furniture and Equipment

Church equipment is not to be loaned outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the Administrative Pastor and/or Facility Director.

Hospitality Equipment Use

Use of the coffee maker and other hospitality items must be made with prior arrangement of the Administrative Pastor and/or the Church at Cane Bay Calendar Coordinator.

Musical Instrument Use

Permission to use the instruments must be granted by the Worship Pastor. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Worship Pastor. Instruments cannot be moved except by permission from the Worship Pastor or the Administrative Pastor.

Auditorium Sound Systems

The auditorium sound systems are available upon request. The systems may be operated by an approved member of the Audio and Video Team (\$25 per hour, including a half hour before and after - \$75 minimum) or by technicians pre-approved by the Worship Pastor or Administrative Pastor. Sound man should be paid directly. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval of the Worship Pastor or Administrative Pastor.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times as noted on signage. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property. Please note that during the workweek, much of the lot will be full due to employees of Cane Bay Academy.

Security

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Breakage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The

persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Food and Drink

There is no food or drink allowed in the Auditoriums except water bottles. All other food and drink requires approval in advance. Food for events will need to be prepared off-site, as there is no kitchen. If food needs to be heated/cooled, all responsibility lies with you as we have no means to heat/cool food.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

Smoking Policy

All members of all groups using our facilities shall abide at all times by a "no smoking" rule (including e-cigarettes) on the church grounds and in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

Alcohol Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor areas and parking lots.

No Games of Chance

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

Storage

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

Cleanup

Church at Cane Bay works with a 'leave it like you found it' policy concerning clean up after an event. We desire to be a place where the community can gather, but ask that you kindly make things easier on our volunteers by cleaning up after any events.

Please leave all furniture like it was when you entered, remove decorations, clean up spills, and discard of all trash in the dumpster or outside garbage cans when you leave.

Church Rights

Church at Cane Bay reserves the right to cancel any event due to unforeseen circumstances. If your event is cancelled, you will be refunded any fees paid. You may then rebook for a future date.

Please contact facilities@churchatcanebay.org with any questions.