

CityLight Facility Use Policy

Statement about Facility

We value our property as a gift that God has entrusted us with to use to advance His kingdom and to grow His church. As a church, many visitors and members have sacrificed time and finances to remodel, repair, maintain and expand our facility. We are very careful to steward and honor what God and His people have helped to create. With this in mind, we limit the use of our facility to events that are not contrary to [our statement of faith](#) and our Biblical Christian values.

Priority Usage

1. Church programming, activities, events and ministries will always have first priority.
2. Church member requests, including weddings or funerals, will have second priority.
3. Non-member use consistent with statement and values.
4. Non-church events will not be placed on the calendar more than 6 months in advance without the approval of the Staff Leadership Team. Weddings will not be placed on the calendar more than 8 months in advance without approval of Staff Leadership Team.

Allowed dates and times

There are certain days and times, whether marked on the calendar or not, that are not available.

Times

Our facilities are available from 7am till 11pm. Times outside of availability will require special permission that is granted by CityLight leadership. All cleanup needs to be done before 11pm.

Days

There are certain dates that the CityLight facilities will not be available.

- Christmas
- New Years
- Thanksgiving
- Sundays before 2pm
- Tuesdays after 5 pm
- Sanctuary Monday - Friday before 12:30pm

Request guidelines

- Requests should be made through [Pastor Sarah Williams](#) or [Administrative Pastor Trevor Carr](#)
- Fill out the event request form
 - https://citylight.breezechms.com/form/use_request
- Read through this User Agreement, sign it and return it to the person you made the request through along with the appropriate fees.
 - All fees will need to be paid to secure the date requested.

Fees

Fees are based on room usage, membership status and time used.

- Half day usage is 6 hours. This includes setup and cleanup times.
- Full day usage is over 6 hours including setup and cleanup time.
- Fees apply to each additional room needed
- Members receive a discounted rate.

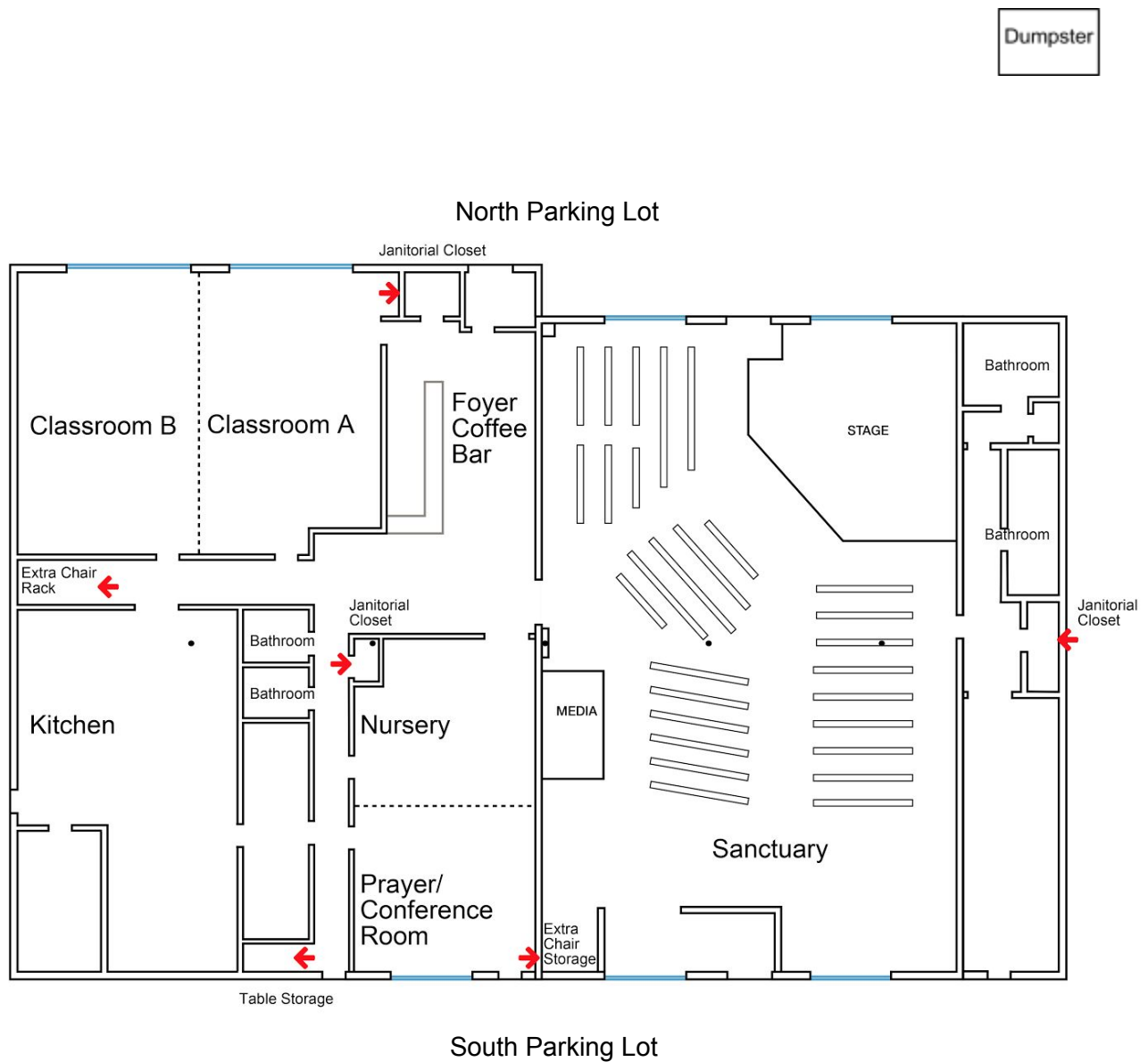
Rooms	Members Full Day	Members Half Day	Non Members Full Day	Non Members Half day
Sanctuary	\$150	\$130	\$185	\$165
Coffee Bar/Foyer	\$50	\$40	\$65	\$55
Nursery	\$50	\$40	\$65	\$55
Classroom A	\$30	\$25	\$40	\$35
Classroom B	\$30	\$25	\$40	\$35
Prayer/Conference Room	\$30	\$25	\$40	\$35
Kitchen	\$40	\$35	\$50	\$45

Cleaning

Clean up should be completed before the agreed upon end time.

Cleaning should include:

- All rooms that have been used need to be vacuumed/swept
- Trash emptied and taken to dumpster and trash can liners replaced
- Rooms set back up in the way that they were found
- All personal items removed from the facility
 - No items can be stored or left behind



User Agreement

Thoroughly read through the user agreement, sign it and return it to the person to whom you made the facility use request.

Statement of Faith and Values

My event is in no way contrary of conflicting with CityLight's [Statement of Faith](#) or Biblical Christian Values.

Broken and Damaged Items

I will be responsible for any broken or damaged items. In the event of that something is broken or damaged, I will notify the leadership at CityLight promptly and arrange for the item to be repaired, replaced, or paid for in a timely manner.

Cleaning and Setting Up

I will ensure that the facility is cleaned up, vacuumed, trash is removed and the facility is set back up before my agreed ending time.

I need access to the facility at: _____ I will be out of the facility at: _____

No Drugs Or Alcohol Will Be Used On CityLight Property

I will not permit my guests or attendees to partake in drugs or alcohol anywhere on CityLight property. If I become aware I will immediately address it.

Not Responsible For Lost Or Stolen Items

I understand CityLight is not responsible for lost or stolen belongings.

Not Responsible For Injury

I agree to save, indemnify, and keep harmless CityLight Church against any and all liability, claims, judgments, or demands including demands arising from injuries or death of persons and damage to property, arising directly or indirectly.

Signature

Signed _____ Date _____

USER'S SIGNATURE