

# CRCSJ Policies and Guidelines

June 2020

## Non-Church Use of Church Building – Non-Members

### **Policy:**

Non-CRCSJ members and/or groups requesting use of the church facilities and/or equipment must receive the permission of the Executive Committee. Only non-members or groups which are closely affiliated with CRCSJ or its members will receive permission for use of the church. A \$100 deposit, space rental fees, and equipment rental fees will be required at least three (3) days prior to the function. Guests must leave facilities and equipment in good condition and reasonably clean to receive a refund of their deposit. The deposit and rental fees may be waived at the discretion of the Executive Committee.

### **Space rental fees for Non-Members**

Sanctuary	\$75/hour *
Fellowship hall	\$30/hour *
Library	\$20/hour *
Kitchen	\$30/hour *
Classroom	\$10/hour

\*Requires the deposit of \$100 as referenced above.

### **Equipment rental outside the building**

Tables (each)	\$7.50/day
Chairs (each)	\$1/day
Athletic equipment	Not available
Sound System	Not available
Video System	Not available
Workman tools	Not available

Should the group or organization using the facility require technical support, they may receive a list of qualified persons from the church office. They will contact the technical support persons directly. Before the event, they will submit payments to the church office with check(s) payable to the individual support person. Technical support from outside our church may be utilized only upon approval of the Executive Committee.

Should the use of church facilities involve children, the group shall agree to abide by the CRCSJ Youth Safety Policy. A copy of the policy will be made available for review prior to submission of the use request.

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## Information Form

Date of event: \_\_\_\_\_

Name of Event and Description: \_\_\_\_\_

\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Website (if available): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Time of event: \_\_\_\_\_ Ending time: \_\_\_\_\_

Number of people: \_\_\_\_\_

Areas of facility to be used:

- Sanctuary     Need sound tech
- Library
- Nursery
- Fellowship Hall
- Kitchen
- Classrooms

Equipment needed: \_\_\_\_\_

Does event involve children?     Yes     No

I, \_\_\_\_\_, as responsible party for this event, do hereby agree that members of this organization have reviewed the Youth Safety Policy of the Christian Reformed Church of St. Joseph and agree to abide by the requirements of it. \_\_\_\_\_

Date

\_\_\_\_\_  
Signature

Deposit amount: \_\_\_\_\_

Date received: \_\_\_\_\_

Fee charged: \_\_\_\_\_

Deposit returned: \_\_\_\_\_

Admin approval: \_\_\_\_\_