



BUILDING USAGE POLICY

This will serve as a guide for all community groups who request use of the facilities at Crestwood Christian Church. We are open to sharing our facilities with any group or organization for meetings, recreation, or special events consistent with the statement of purpose. We do this as a gesture of love, fellowship, and commitment to our community. We welcome and accept all people, and we ask that your group exhibit respect and tolerance for all who are in attendance.

CRESTWOOD CHRISTIAN CHURCH PURPOSE

Crestwood Christian Church is a place where all people are welcome into the community of Christ's church. We extend an invitation to the community to share in recreation, fellowship, learning, worship, and mission with God's family (the whole family of God). The church complex provides facilities for the ministries of Crestwood Christian Church, and welcomes appropriate activities from the surrounding community.

CHURCH USAGE FOR NON-CHURCH-RELATED ACTIVITIES

BUILDING USE

Activities occurring in Crestwood Christian Church must not contradict the statement of purpose.

The Church facilities are made available to not-for-profit groups based on availability. Programs and activities of Crestwood Christian Church and the Crestwood Christian Church Childcare Center will have priority in scheduling the use of the facilities. Scheduling of church facilities is done through the church office.

There is no charge for using the church facilities as it is part of our ministry to the community. However, in order to help us keep it available for community groups, a donation to Crestwood Christian Church is encouraged. It is recommended that this donation be appropriate to the number of times the building is used, and the amount of preparation, clean-up, and energy your group requires. This is not a requirement, but is your opportunity to reciprocate and participate in our ministry of hospitality.

The church facilities and property may not be used for personal or corporate profit. Groups may not sell products or services of any kind. Exceptions may be made with a written appeal to the church office, and a granting of written permission. Violation of this policy will result in the immediate forfeiture of the privilege of the use of the church facilities by your group.

Each group using the church must appoint an authorized representative. The church office will be notified when a change in the authorized representative occurs. Each authorized representative will sign an organization information form and be responsible for the organization's key.

RESPONSIBILITIES

Groups using the church facilities are responsible for:

- The conduct and supervision of their members and guests
- Providing proper supervision for their activities
- Following all guidelines (including those posted in specific areas)
- Turning off lights
- Returning any equipment used to where it belongs
- Putting furniture back as it was found
- Cleaning up after any event
- Resetting thermostats, if changed
- Keeping outside property uncluttered
- Making certain all doors are locked when your group leaves
- Someone present being familiar with fire exits and safe areas
- Not parking in the circular driveway under the north portico

Groups may not use any audio-visual equipment without written permission from the church office.

Groups may not use the kitchen or any kitchen supplies without written permission from the church office. If unauthorized use occurs, a reimbursement fee will be assessed. No food or beverages are permitted for any activities unless prior permission is granted by the church office. Proper clean-up is expected. Violation of this policy will result in no further food/beverage use allowed, and a clean-up fee will be assessed.

Crestwood Christian Church is a tobacco-free facility. Tobacco use of any kind (cigarette, cigar, pipe, vaping, smokeless) is prohibited anywhere in the church buildings.

Crestwood Christian Church is an alcohol-free and drug-free campus. The use of alcohol, or the possession or use of illegal drugs of any kind, is prohibited anywhere on church property.

Groups are responsible for any damages which they cause in the course of their activity in the church.

RECREATIONAL EQUIPMENT

The recreational equipment in the Mission Center may only be used with written permission from the church office, and must be returned to its usual storage place. Proper use of all Mission Center equipment is expected at all times. Improper or unsafe use of such equipment will result in the immediate forfeiture of the privilege of the use of the church facilities by your group.

OPEN RECREATION

Open recreation refers to use of the gymnasium, exercise room, and walking track during the hours that the Mission Center is open, and there are no activities scheduled in these areas. Groups should call the church office to make certain the Mission Center will be open when you intend to be there.

INSURANCE REQUIREMENTS

All groups must have a current certificate of liability insurance on file with the church office, unless exempted. The certificate must name Crestwood Christian Church, 1882 Bellefonte Drive, Lexington, KY 40503 as an “additional insured” while you occupy our facilities. The Certificate must be updated on an annual basis. Failure to meet this requirement will result in the termination of our agreement with your organization and loss of the privilege of the use of the church facilities.

CHURCH ACCESS

Crestwood Christian Church will provide one (1) key to an authorized member of your group which will open the door of the Mission Center. This key will be assigned to your group and must be returned when your group no longer uses our facilities. The authorized person must come in person to the church office to verify their identity, sign for the key, and pay the key deposit. An update of the person’s name and contact information must be done annually and when there is a change of the authorized person.

CRESTWOOD CHRISTIAN CHURCH AFFIRMATION

Crestwood Christian Church will attempt to keep our facilities safe and in good working order. Should your group be aware of any area, or furniture or equipment, which needs our attention please notify the church office.

Crestwood Christian Church is not responsible for any injury which might be sustained while participating in activities at the church.

Crestwood Christian Church is not responsible for any loss or damage of personal property which occurs on our campus.

Normal church office hours are 9:00 AM - Noon and 1:00 - 5:00 PM Monday through Thursday and 9:00 AM - Noon and 1:00 - 4:00 PM on Friday. Scheduling of the use of church facilities is done through the church office by calling (859) 266-0459.



Crestwood Christian Church
1882 Bellefonte Drive
Lexington, KY 40503
(859) 266-0459

BUILDING USAGE AGREEMENT

Our group/organization _____
has received, and carefully read, the copy of the Building Usage Policy.

We will make the Policy available to all members/participants and assure they are familiar with the Policy.

We agree, and promise to comply with the Policy while our group uses the facilities and parking areas at Crestwood Christian Church.

We understand, and acknowledge, that any violation of this Policy will result in the immediate forfeiture of the privilege of the use of the church facilities by our group. Should this occur we promise to return the key to the church office within 72 hours, and we also promise that any damage for which we might be responsible will be immediately reimbursed upon receipt of a notice from the church.

Authorized Representative

Date

Church Office

Date

Head of Staff

Date

ORGANIZATION INFORMATION

Name of Organization _____

Correspondence address _____

Authorized Representative _____

Key holder _____

Phone number(s) _____

Email _____

Emergency contact and phone number _____

Signature of Representative

Date

Key #

Date received / returned