

# **CBF CHURCH FACILITY USE POLICIES**

*The following policies apply to all church-sponsored events and all non church-sponsored events.*

NOTE: All persons/groups who wish to use CBF's facilities are responsible for adhering to all CBF Building use policies ([www.coppellbible.org](http://www.coppellbible.org)).

## **FREQUENTLY ASKED QUESTIONS REGARDING BUILDING USE**

### **1. Who is permitted to request the use of CBF facilities?**

**Only CBF members** are permitted to use the church facilities. If you are a CBF member and you request use of the building or any particular room(s), please understand that **YOU ARE FULLY RESPONSIBLE TO ENSURE THAT ALL CBF POLICIES ARE ADHERED TO.**

### **2. How do I find out if the church building (or a particular room in the church) is available for my event/meeting/activity?**

Check the church calendar (on CBF's website [www.CoppellBible.org](http://www.CoppellBible.org)) to verify church facility/room availability. Unless you do not have internet access, please do not call the church office and/or ask church staff to check the calendar.

### **3. How do I request the use of CBF facilities?**

Complete a CBF Building Use Form (available on Calendar page of CBF website) and submit it to the church office at least TWO WEEKS prior to an event. **Requests will NOT be accepted for events that are less than two weeks out and will NOT be entered on the church calendar.** Please note that completion of the request form does not guarantee use will be approved.

### **4. What am I responsible for if my request for building use is approved?**

*If you request use of the building you are responsible for ALL of the following:*

It is the responsibility of the event contact (must be a CBF Member), for any event held in the building (activity, meeting, rehearsal, recital, etc.), to:

- a. Coordinate the church opening (unlock) and closing (lockup). A CBF Member **MUST** remain on the premises during event set-up and throughout the event. **At no time is any non CBF church member permitted to remain on the premises without a CBF member present** (this would be the event contact or assigned coordinator).
- b. Ensure that someone remains in the Lobby prior to event starting to direct event attendees. (Note: It is not the responsibility of the church staff to direct participants/attendees).
- c. **Ensure that the Facility Checkout Procedure is adhered to, completed in its entirety at the end of each event, and placed on the Information Desk prior to lock up.**

### **5. What is the church staff responsible for before, during or after my event?**

It is NOT the responsibility of the church staff, **EVEN DURING REGULAR CHURCH OFFICE HOURS** to facilitate any part of an event including ensuring the building is open, directing participants, assisting with setup, turning on Worship Center lights, closing the building, etc.

## **6. Is use of the church or any room permitted without an adult present?**

No. For security reasons, there are no exceptions to this policy.

## **7. What if children are present at my event?**

For any event or activity held on CBF premises, it is your responsibility as the event contact to familiarize yourself with CBF's Children & Childcare Policies AND to ensure that all policies are strictly adhered to. (See CBF Children & Childcare Policies at the end of the FAQ section).

## **8. What are the normal church office operating hours?**

The church building is normally accessible during regular office hours (8:30 a.m. – 4:30 p.m., Monday – Friday); however, periodically there will be no staff person onsite during regular office hours. If building access is needed during regular office hours, prior arrangements should be made with the church office to ensure a staff person will be present.

## **9. Can I get a key to the church?**

For security reasons keys to the church are given to primary ministry positions only.

## **10. How can I get into the church if I don't have a key?**

All persons in primary ministry and maintenance positions have keys to the church facilities. If access to the building is needed in association with a church-sponsored event or activity, it is the responsibility of the person in the primary ministry position to provide access to the building for the event/activity. If you need access to the building for a non-church sponsored event, it is your responsibility to make prior arrangements with the church administrator to obtain a temporary key and a temporary security code. A temporary key may be signed out 1 (one) day prior to the event/activity and must be returned to the church office at the end of the event/activity.

## **11. Can I operate the Worship Center audio/visual systems for my event?**

Only church approved personnel are permitted to operate the Worship Center audio and visual systems. **Operation of these systems is STRICKLY PROHIBITED BY ANYONE other than a church-approved audio/visual assistant.** If audio/visual systems are needed, you **MUST** request use of them a minimum of 10 business days prior to event to allow for scheduling of an a/v assistant. If either or both systems are requested for your event, the church office will arrange for someone to operate system(s) during your event. A fee of \$25/hour (1hour minimum) is required for an a/v assistant.

## **12. Is there another sound system that I can use?**

There is a portable sound system located in the worship storage closet (at the back of the Worship Center) that is available for use. It is the responsibility of the event contact to set up the portable system and ensure it is secured and put back in the worship storage closet after the event. There is no charge to use the portable sound system. All components of the system and the set-up instruction sheet should be kept with the system.

### **FREQUENTLY ASKED QUESTIONS REGARDING BUILDING USE**

### **13. What are CBF's policies regarding the Worship Center stage area and musical instruments?**

- a. **Church musical instruments.** The church musical instruments are not to be used or moved without an email approval from the CBF Worship Leader.
- b. ***If email approval is obtained to move instruments, please be courteous and return these items to their original placement.***
- c. **Children on platform.** Due to the equipment on the platform, it is not appropriate for children to play on or run across the platform.
- d. **Scope of policy.** This policy includes Sunday and Wednesday services and special events like recitals and conferences.
- e. **Exception process.** Consult with and obtain the approval of the CBF Worship Leader if there are other unusual events or conditions.

### **14. How do I change the temperature in the building or specific rooms?**

Most thermostats in the building are pre-set for comfort and energy efficiency and locked. If you know that your activity will require adjustments in the temperature, contact the church office to make arrangements.

### **15. How do I turn on/off the lights in the Worship Center?**

Worship Center lights (with the exception of the interior perimeter lights) are controlled from the sound booth. **At the end of an event, all Worship Center lights (except perimeter lights) are to be completely turned off. DO NOT "dim" the lights to turn them off.** The on/off switches must be used to turn the lights completely off.

**NOTE:** Worship Center perimeter lights are to be left ON at all times (light switches are located at the Worship Center double doors).

### **16. Can I close or open the lower level shutters in the Worship Center?**

You may close or open the lower level shutters in the Worship Center however, at the end of your event, please reopen them. If the shutters are closed for an event they are to be reopened at the end of the event.

### **17. Can I borrow church furniture or equipment?**

No church furniture, equipment, or any items may be removed from the church for off-site use unless needed for a church-sponsored event.

## FREQUENTLY ASKED QUESTIONS REGARDING BUILDING USE

### **18. Can I use the church tablecloths for my event at the church?**

Yes. All tablecloths must be washed, hung on hangers, and returned within one week of the event to the storage area at the church. Note: It is the responsibility of the event contact to make arrangements to have tables set up and tablecloths placed on the tables prior to the event.

### **19. How do I request payment for guest speakers, rental equipment, etc.?**

Payments for rental equipment, guest speakers, catering, retreat deposits, childcare, etc. should be submitted for approval on a Check Request Form (blank forms are located at the Information Desk). Checks for such payments are issued on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### **20. What else should I know regarding use of the CBF facilities?**

- a. All entry into the building during regular office hours is to be made through the front door of the church. If back door entry is needed during church office hours, the church office MUST be notified prior to entering through the back door.
- b. The front (north) doors are the primary entrance to CBF. These doors will be unlocked for church services, events and group activities as necessary. All outside doors, including the north doors, will remain locked at all other times. The church staff has the authority to refuse entrance to any individual. For safety reasons CBF does not allow any unknown person(s) entrance to the building when only one staff person is present.
- c. No gluing, taping, stapling, thumbtacks, nails, or any kind of adhesive are permitted on any walls or woodwork. When moving tables, chairs, and /or any other objects, take special care not to scar walls.

## **Children & Childcare Policies for all Events & Activities**

The following applies to all children participating in or present but not participating in any event/activity at CBF.

### **1. REQUIRED SUPERVISION OF CHILDREN:**

- a. **All children must be supervised by a minimum of 2 adults at all times.**
- b. Under no circumstances are children to be permitted to remain in rooms without supervision or allowed to roam church property freely without supervision.
- c. All children must be in a classroom with **at least 2 adult childcare workers** and should not be running or playing in the halls, bathrooms, outside, or in other classrooms.
- d. Those adults who are supervising the children **MUST** have a children's ministry application completed and a background check on file in the Children's Ministry office before they can serve in a classroom with a child(ren).

### **2. CHILDCARE:**

- a. It is the responsibility of the Event Contact to notify the CBF Childcare Coordinator that childcare is needed for an event. The Childcare Coordinator **must be notified of childcare coordination needs at least 3 weeks (21 days) prior to event. Names and ages of all attending children must be provided (by the Event Contact) to the Childcare Coordinator at least 7 days prior to the event.**
- b. If childcare is NOT arranged by the CBF Childcare Coordinator, then it is the responsibility of the event contact to monitor any and all children present at the event/activity and to ensure that all adults providing childcare for the event/activity are aware and comply with all CBF childcare policies.
- c. It is **NOT** the responsibility of the church staff to supervise children or to ensure childcare workers adhere to CBF's childcare policies.
- d. In the event of any childcare/supervision problems or issues, the event contact will be notified and will be responsible for immediately resolving the problem or issue.
- e. If payment for childcare is to be provided by the church, checks for childcare providers will be processed (after Childcare Payment Request is submitted and approved) on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### **3. ACTIVITIES:**

- a. **Ball-playing is not allowed inside the building** at any time except in Room 102 (Toddlers) or in the Worship Center during AWANA with adult supervision.
- b. No running is allowed inside the building at any time except during AWANA with adult supervision.
- c. Any activities (including recess, playing, games, etc.) that have the children outside the building must still be supervised by at least 2 adults **(this means that both adults are to be outside watching the child(ren) at all times).**
- d. Children are not **allowed to run or yell in the halls before, during, or after any activity.**
- e. Children should bring their own activities, games, and materials to use during childcare.
- f. Upon request and availability, a TV can be used, but must be put back in the appropriate classroom.
- g. **Writing on the dry erase boards is prohibited,** unless the board is being used for educational purposes/teaching.
- h. Supplies that the children use during childcare such as pencils, markers, crayons, glue, paper, etc. must be provided by the parent or event coordinators..
- i. Any damage to or loss of any church equipment, furniture, toys, etc. will be the responsibility of the event contact.
- j. **All classrooms that are used must be put back the way they were found.** Tables clean and chairs neatly pushed in, floors vacuumed if needed, and all trash taken to the dumpster





# Facility Checkout Procedure (COMPLETION REQUIRED AT THE END OF ALL EVENTS)

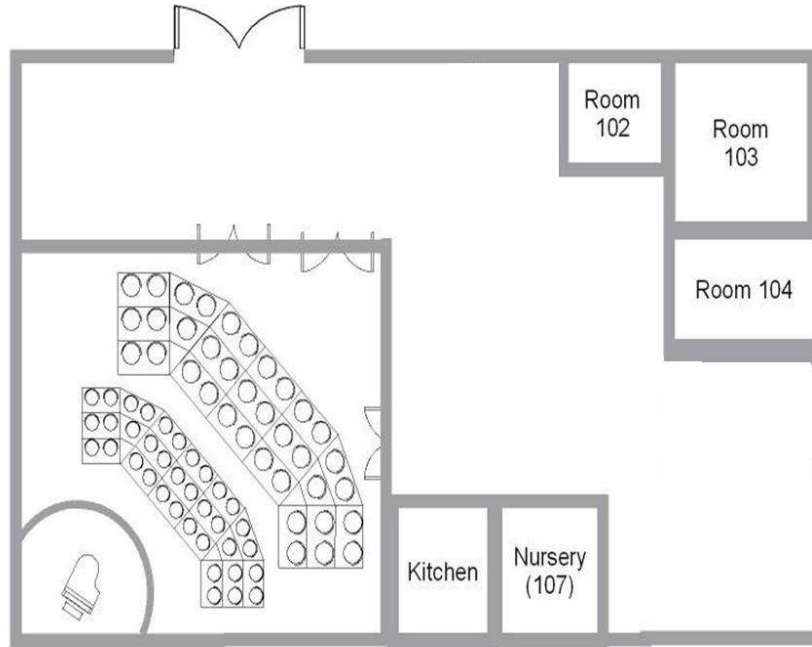
PLEASE COMPLETE THE FOLLOWING CHECKLIST. INITIAL EACH LINE ITEM AS IT IS CHECKED/COMPLETED. SIGN BOTTOM OF CHECKLIST ONCE COMPLETED AND PLACE ON THE INFORMATION DESK.

	Item	Initial each line upon verification
1	<b>ALL ROOMS:</b> Return all chairs, tables, toys, etc. to original room and leave as found. Pick up trash, clean up spills from drinks or food. Wipe down all tables with antibacterial wipes which are located in the metal cabinets in each room. Take <u>all</u> trash out to the dumpster in back parking lot on day used. Turn off all room lights.	
2	<b>KITCHEN &amp; RESOURCE ROOM (upstairs):</b> Clean and turn off all appliances used <u>including coffee pots</u> . Clean up all spills of drinks or foods. Wash, dry, and put away any dishes that were used. Ensure that no dishes, utensils, sippy cups, food, coolers, etc. are left on counter tops or in sinks. Clean countertops with appropriate household solution. Take <u>all</u> trash out to the dumpster in back parking lot, replace trash can liners. Turn off lights.	
3	<b>WORSHIP CENTER:</b> Pick up all trash and clean up all spills of drink or food (from under chairs, tables, etc.). Take <u>all</u> trash out to dumpster in back parking lot. <b>TURN ALL CEILING LIGHTS OFF. DO NOT TURN DIMMERS DOWN ONLY.</b> Close all interior doors leading to the Worship Center. <b>LEAVE ALL SHUTTERS OPEN. LEAVE PERIMETER LIGHTS ON</b> (switches located at Worship Center double doors).	
4	<b>NURSERY:</b> <b>a.</b> Empty diaper pails and trash cans and take to dumpster located in back parking lot. <b>b.</b> Spray diaper pails/trash cans with disinfectant and replace liners (located in cabinets). <b>c.</b> Clean up all spills and wipe down all plastic surfaces with appropriate non-toxic cleaner supplied in the cabinet. This includes all toys that have been out of the toy box, swing trays, & activity centers with all their attached toys. <b>d.</b> Change the sheet in any crib that has had anything in it. Place the sheets, blankets, burp cloths, and/or towels in one of the clear bins to be washed. These will be washed and returned to the cabinet. Place clean sheets on the beds which were used. <b>e.</b> If the children have been fed on the floor or there are crumbs on the floor, please vacuum. <b>f.</b> If the last of a changing supply has been used, please check under the sink for a refill. If there is none there, please leave a note on the white board in the nursery or on the requisition form. <b>g.</b> Adjust the blinds to keep the sun out and open the nursing curtain.	
5	<b>INFORMATION DESK:</b> Place all unclaimed belongings in the lost-and-found basket. Do not leave any personal belongings, event materials, books, Bibles, clothes, etc. on the Information Desk.	
6	Turn Thermostats to 73°(AC) or 68°(Heat).	
7	Verify all bathroom lights are turned off.	
8	<b>IF YOU ARE THE LAST TO LEAVE THE BUILDING:</b> Turn off main hall lights. Verify all outside doors are locked and closed tightly: 2 South Doors (back) and 3 West Doors (side).	
9	Place this completed checklist on the Information Desk. Set security alarm. Lock front doors.	

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LOWER LEVEL**



**UPPER LEVEL**

