

## **Facility Use Requirements**

rev. 9/09

Groups desiring to use Crosswinds Wesleyan Church (CWC) facilities should be mindful that our campus and buildings have been dedicated to God. We are willing to share the campus with not-for-profit groups or organizations whose activities are in harmony with the goals and purposes of the Christian faith and have a connection with the greater Canandaigua community.

Groups or organizations that do not fall within the structure described above may still be considered under the following requirements:

1. Mission/character of the organization or event cannot be in conflict with CWC doctrinal statements
2. The activity must be a one-time event (non-repetitive)

Any exceptions must be approved by the Executive Pastor.

If your organization meets the above criteria, we would be happy to make our campus available to you and trust that it will be suitable for your needs. While we want you have a great experience while you are using our facilities and want to minimize the expectations we place upon you, we must insist upon compliance with the following regulations:

1. Requests for the use of the facility must be made through the Office Manager. Requests must be made in writing utilizing the CWC Facility Request Form for the purpose of documentation. For communication purposes, a name and contact information of one representative for the group must be provided. Completed CWC Facility Request Forms must be received a minimum of 45 days in advance of the event.
2. Due to the required preparation for weekend services, Friday nights, Saturdays, and Sundays are to be avoided when scheduling large events.
3. We strongly believe that care for children is of the utmost importance. If children are present for your event, they must be properly supervised at all times (a minimum of two adults in each room used for childcare). Under no circumstances are children to be left unsupervised in our buildings or anywhere on our campus.
4. The facility staff can provide basic furniture set up including tables, chairs, and audio-visual equipment (i.e., TV, VCR, DVD, etc.) as requested. The rooms being used are to be returned to the condition and arrangement in which they were found. Someone from your group must be assigned this responsibility unless other arrangements have been made. All guidelines posted in the kitchen for its use and clean-up are to be closely followed.
5. Conduct on the campus should be in keeping with expected Christian norms. Weapons, the use of alcoholic beverages, tobacco, drugs of any kind (other than prescribed medication), the use of profanity, and music and other materials with offensive language/content are strictly prohibited anywhere on the CWC campus. Any violation of this guideline will be cause for immediate termination of the event.
6. All event activities must be confined to the areas requested.
7. The CWC buildings/grounds are to be vacated by 10:00 PM.
8. Any breakage or damage of equipment, furniture or facilities must be reported. CWC staff will determine if a repair or a replacement is necessary, and will bill your organization accordingly. Failure to report damage may result in the refusal to allow your organization to utilize the CWC campus for future events and/or legal action.

**crosswindswesleyanchurch**

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- 9. If the fire alarm sounds, you must ensure that everyone leaves the building immediately in a calm and orderly fashion. The fire department will be automatically notified by our alarm system.
- 10. Entryways and exits from the building may not be blocked at any time.
- 11. In the event that we need your reserved space for an urgent church meeting or function, we reserve the right to relocate your activity in our facility or to ask that you find another host facility.
- 12. Please be sure to remove all decorations you bring into the facility for your event. Nails, tape that leaves residue, push pins, or other items that might damage the facility are not to be used.
- 13. For insurance liability purposes, it is required that all groups using the facility provide CWC with an insurance certificate showing a required minimum policy limit of \$1,000,000 coverage against any injuries that may occur during activities. The certificate must name Crosswinds Wesleyan Church as their additional insured and is to be provided two weeks prior to the event.
- 14. Payment for use of the campus is not required if the organization is a ministry partner of the CWC, especially if financially supported by the church budget. CWC appreciates compensation for the costs incurred in using our facilities. These costs include utilities (water, heat, lights, etc.) and supplying a CWC custodian for set-up, break down, and cleaning. The fee structure is as follows:

• Ministry Center	\$250	\$125 (CW member)
• Ministry Center if paid admission	\$500	\$250 (CW member)
• The BOX	\$150	\$75 (CW member)
• Chapel	\$150	\$75 (CW member)
• Chapel including the kitchen	\$175	\$85 (CW member)
• K-2 or 3-5 room	\$150	\$75 (CW member)
• Other	\$25 per hour	NC (CW member)
• Sound/Light Technician	\$75 per technician (paid directly to the technician)	

There is no fee for Crosswinds members or attendees who desire to use any of the above facilities for activities of a spiritual nature (i.e. weddings, funerals, baptisms, dedications).

These fees must be paid in advance once approval has been given for the use of the facility. Please make checks payable to *Crosswinds Wesleyan Church* and attach a note identifying the intended use of the check.

**By signing below, I am acknowledging that I am the contact person/responsible party for the event, and have read this entire document and agree to abide by these requirements.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name, organization, address, and telephone number(s) below:

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

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

Telephone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_