



Facilities Use Guidelines

Organization Contact Info

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Guidelines for Use of Church Facilities by External Groups

In order to be good stewards of the resources God has entrusted to us, we ask that you comply with the following guidelines while using the Common Ground Midtown (CGM) facilities.

SCHEDULING AN EVENT

Any group that wishes to use Common Ground Midtown's facilities for their meetings or events must be sponsored by an active congregant of the church. All room/facility reservations must be made by filling out a Facility Use Application. A paper copy of this form is available if needed. CGM reserves the right to deny room/facility use at its discretion.

Requests should be submitted 6 weeks in advance of the event. Decisions will be made within 10 days of the request.

The following are general guidelines when scheduling events.

1. Event and room reservations will be processed in the order they are received. CGM reserves the right to request an event be rescheduled or relocated due to the needs of the church.
2. Please see the facility diagrams below for room name and location. Rooms may not be used unless scheduled and approved by CGM.
3. Recurring events may not be scheduled for more than six months. Recurring events will be evaluated every three months by the church staff.
4. All scheduled rooms/events will have a single individual identified to be accountable for the group's activities.
5. A certificate of insurance may be required for outside organizations using CGM facilities.
6. Sales and individual for-profit events are not allowed.

FACILITIES USE FEE

Our desire is to share our facility as a community service; therefore, we anticipate keeping usage fees as low as possible. Generally, our charges would be to recover costs incurred by CGM (i.e. cleaning, use of supplies, custodial personnel, tech support personnel, etc.).

Building use fees will be determined based upon how much of the building is being requested, how many people are involved, the nature of the event, and the anticipated expense CGM will incur as a result of the event. For events occurring outside normal operating hours that require a CGM employee's presence, fees may be higher.

ADDITIONAL EXPENSES & REPAIRS

Any additional expenses related to custodial services, the moving or tuning of instruments, as well as any damage to any facility, instrument, or supporting equipment are the responsibility of the user. Any such charges are not included as part of a usage fee waiver.

CGM reserves the right to engage any outside vendor required to perform these additional services or repairs, but the user may hire a firm or individual to perform the work with the written consent of the Director of Operations or Director of Worship. The user must pay any such expenses within 30 days of being notified by CGM that such a charge has been incurred.

SETUP, CLEANING, AND RESET OF ROOMS

1. Unless otherwise discussed with the church staff, you are responsible for arranging the room(s) as desired prior to your event. The church has some tables and chairs that may be used at no charge. Please consult with the church staff if these are desired.
2. Following your event, you are responsible for cleaning all areas that were used. The church staff will provide you with cleaning instructions as well as all necessary cleaning supplies and equipment.
3. Groups using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers. Rubbish must be disposed of by removing it from the Church property.
4. Following your event, you are responsible for resetting the room(s) according to the room diagrams provided to you by church staff.
5. Use of the church's facilities is limited to the specific areas identified in the request. All other areas and property are off-limits.

MAINTENANCE AND EMERGENCIES

1. If you discover a room or piece of equipment that requires maintenance, please notify the church office at your earliest convenience via phone or email.
2. If a spill occurs or damage to CGM property is incurred beyond what you can clean, please notify the church office at your earliest convenience via phone or email.
3. If an emergency situation arises during your event, please immediately contact the church staff member who has been designated for your event via phone.

DECORATIONS & SIGNAGE

1. 3M removable tape is the only adhesive that is approved for displaying signage.
2. Scotch tape and sticky-tack should not be used.
3. Nothing may be tacked or nailed into the walls, woodwork or fixtures.
4. Candles may be used only if placed on/in a glass or ceramic container or a church-provided candle holder.
5. The display of posters, signage or decorations during an event requires pre-approval by the church staff before the event.
6. Decorations and signage must be removed immediately after the event is concluded.
7. Exterior signs or decorations are not allowed without prior approval from the church staff.

KITCHEN

1. CGM does not own a commercial food preparation license. Therefore, the kitchen may not be used for any food preparation that involves cooking.
2. Limited space is available in the church refrigerator/freezer prior to your event. Please coordinate with the church staff if you need this space.
3. Please bring your own plastic/paper ware for your event. CGM does not have plates, flatware or tablecloths etc. available to rent or use.

FOOD & DRINK

1. Food and drink are not allowed in the Sanctuary.
2. Alcohol and illegal substances are prohibited on CGM premises and grounds (including parking lot).

SMOKING

1. CGM does not allow smoking in or near our facilities.

CHILDCARE

1. Children's rooms may be used for your event if coordinated with the church staff. Cleaning of the room, equipment and toys is required upon exit if these rooms are used.
2. The user warrants that it has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors during the outside group's use of the property.
3. The outside group warrants that it will use a high degree of care in supervising all activities involving minors during its use of property under the terms of this agreement. This includes such things as:
 - Children must be supervised at all times and should not, at any time, be left unsupervised anywhere on the property (including parking lot and other outdoor areas).
 - Appropriate adult-to-children ratios must be maintained to help ensure child safety. The church staff will provide these ratios to you in advance of your event.

AUDIO/VISUAL & IT EQUIPMENT

1. Audio and video equipment may not be used unless permission is obtained from the church staff.
2. Only CGM audio/video engineers may operate CGM equipment, unless otherwise arranged with the church staff.
3. Church computers, printers and networks may not be used unless permission is obtained from the church staff prior to your event.

LIABILITY AND CERTIFICATE OF INSURANCE

Organizations will be required to provide a Certificate of Insurance to Common Ground Christian Church showing liability coverage of not less than a million and Common Ground Christian Church added as an "additional insured." Common Ground Christian Church and/or its employees shall not be responsible for damage or loss of property on Common Ground Christian Church premises sustained by user, a participant in a program, or anyone attending any program or event held on church property. The user ("organization") shall indemnify and hold Common Ground Christian Church harmless from any claims arising from its use.

CHURCH MEMBER SPONSOR

Any request for usage requires the sponsorship of the user by an active congregant of CGM (the church sponsor). The church sponsor acts as a guide for the user in the appropriate and respectful use of CGM's space and furniture, oversee the use of the church facilities by the user, and will accompany the user at all times while he or she has access to the church. The church sponsor will also be responsible for providing access to the church by the user and for securing the church upon conclusion of the event.

Recurring Events

If the event is a recurring event, e.g., weekly or monthly meetings, the church sponsor for the event must be in attendance for the first 4 events. Attendance thereafter is optional with the approval of the church office.

Midtown Facility Diagram

