**Best Practices for Church Facility Use**

**1. Written Facility Use Policy**

* Most churches have a **formal, documented policy** outlining:
  + Who may use the building
  + Space availability
  + Cost (if any)
  + Required forms (e.g. application, waiver, contract)
  + Rules (e.g. no alcohol, cleanup expectations, security)

**2. Tiered Fee Structure**

* Churches often use **tiered pricing** based on the group type:
  + **Member events (e.g., weddings/funerals):** Discounted or cost-only
  + **Partner ministries (e.g., ACTS, CFS):** Free or nominal fee
  + **Non-member/non-mission groups (e.g., sports leagues):** Full cost recovery or rental rate

**3. Liability Waivers & Insurance**

* Require **signed liability waivers** for any recreational use
* Require **proof of liability insurance** for groups, especially if not church-affiliated
* Include language indemnifying the church

**4. Point of Contact or Sponsor**

* Every group must have a **designated representative** who:
  + Signs paperwork
  + Is accountable for damage or misuse
  + Ensures cleanup and building security

**5. Usage Agreement or Contract**

* Formal **facility use agreement** signed by the group and church
* Includes:
  + Dates/times
  + Expected behavior
  + Facility rules
  + Emergency contact procedures

**6. Access Control**

* Limit key/code distribution
* Consider **temporary access codes** or **scheduled unlocks** (some churches use apps or smart locks)

**7. Scheduled Maintenance + Communication**

* Publish a calendar to avoid conflicts
* Assign a staff member or admin to coordinate scheduling and oversee use

**Examples from Other Churches**

* **Large churches** (with staff support) may rent out spaces commercially but still require waivers, deposits, and insurance.
* **Medium-sized churches** like McKnight typically:
  + Offer free use to mission-aligned ministries
  + Charge modest fees for regular recreational users
  + Have standardized forms (application, waiver, agreement)
* **Smaller churches** may limit access entirely to members or only allow use with elder/staff approval.