**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.