

## 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
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## 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.