

Sample/Draft Church Facility Use Policy and Forms

Facility Use Policy

McKnight Crossings Church of Christ desires to be a good steward of our facilities while also practicing hospitality. The following policy governs use of our church building by members, ministries, and outside groups.

1. Priority of Use: Church-sponsored events and ministries (e.g., worship, ACTS, CFS) have first priority. Non-member or unaffiliated group use will be considered based on availability and alignment with our mission.
2. Application Process: All groups must submit a Facility Use Request Form at least two weeks prior to requested use. Approval is subject to elder or staff review.
3. Fee Structure:
 - Member or Immediate Family Events (e.g., weddings, funerals): \$XXX cleaning and maintenance fee
 - Partner Ministries (e.g., ACTS, CFS): No charge for standard meetings
 - Recreational Groups (e.g., pickleball, basketball): \$30 per session
 - Non-affiliated or outside community groups: \$250 flat rental per event
4. Insurance and Liability: Non-member groups must provide proof of liability insurance or sign a waiver. All participants in recreational activities must sign an individual liability waiver.
5. Cleanup and Damages: Groups are responsible for leaving the facility as found. Any damage incurred will be billed to the group's point of contact.
6. Access and Security: Building access is granted by temporary key or access code. Code use is logged and may be revoked for failure to comply with the policy.
7. Restrictions: No alcohol, illegal substances, or political rallies. Activities must align with Christian values and the mission of McKnight Crossings Church of Christ.

Facility Use Liability Waiver

I, the undersigned, acknowledge that I am voluntarily participating in activities held at McKnight Crossings Church of Christ (the "Church").

I understand that participation in physical or recreational activities involves inherent risk of injury, including serious injury or death. I assume full responsibility for any and all risk of injury or loss that may result.

I agree to release and hold harmless the Church, its leaders, staff, and volunteers from any claims arising from participation in the activities, whether caused by negligence or otherwise.

I agree to comply with all facility rules and follow any instructions given by Church personnel.

Signature: _____ Date: _____

Printed Name: _____ Group Name: _____