The McKnight Crossings Church of Christ has several different groups using the building at various times. There is a group that plays basketball I the gym at least weekly. We also have groups using the gym for pickleball five or six times a week. Groups like L’Arch, Christian Family Services (CFS) and ACTS Campus Ministry use our 4th floor for meetings.

At present none of these groups provide any payment for facility use. However, it should be noted that any time the facility is used there are direct and indirect costs. In winter we need to plow the parking lots (which can cost upwards of $600), we need to provide heating and cooling, we need to clean the gym floor (mop, buff, and periodically strip and re-wax), gym wall get scuffed from chairs and walls get damaged from balls and bodies. There is also liability and insurance concerns as well as tracking who has a key to access the building.

It should be considered if these groups should at least pay break even costs for facility use. I do not propose we make money leasing the building but while we are in a period of lower donations and missing budgets we should consider recouping costs and also acknowledging liability. Should we consider having those that play basketball and pickleball sign liability waivers? Should each group that uses the building have one or two point people who take responsibility for their groups, sign waivers, and pay McKnight Crossings to use the facility (and collect from their members).

It is somewhat ironic that these groups that do not serve a sacerdotal function use the building without cost but if someone wants to use the building for a wedding or funeral there is a charge (part of which is to cover facility use, cleanup, and depreciation).

I recommend all groups except those affiliated with McKnight such as ACTS and CFS should be required to pay a facility fee to cover the costs that are incurred by the church.

**Subject:** Consideration of Facility Use and Cost Recovery

Dear Fellow Shepherds,

I’d like to raise a topic for our consideration regarding the ongoing use of our church facilities.

Currently, several outside groups regularly use our building. For example:

* A basketball group uses the gym weekly.
* Pickleball groups use the gym five or six times a week.
* The 4th floor is used by groups such as L’Arche, Christian Family Services (CFS), and ACTS Campus Ministry.

As of now, none of these groups pay for their use of the building. While we want to be generous with the resources God has entrusted to us, it's important to acknowledge that each use of our facility carries both direct and indirect costs. These include:

* Snow removal in the winter (which can cost over $600 per occurrence),
* Heating and cooling,
* Regular gym floor maintenance (mopping, buffing, and periodic stripping and waxing),
* Wall and equipment damage from recreational use,
* Insurance and liability exposure,
* Key management and building access control.

Given our current budget shortfalls, I believe it's reasonable to explore whether these groups should contribute toward the costs of their facility use. I am not proposing that we treat this as a revenue stream, but rather as a cost-recovery measure.

We might consider:

* Requiring groups to pay at least break-even costs,
* Having designated points of contact for each group who would sign a liability waiver and assume responsibility for their group’s access and conduct,
* Requiring waivers from individual participants in activities such as basketball or pickleball.

It’s worth noting the contrast: we charge for facility use when it involves weddings or funerals, yet other frequent uses—without a sacramental or congregational purpose—occur at no cost.

As a starting point, I recommend that all outside groups not formally affiliated with McKnight (with the exception of ministries like ACTS and CFS) be asked to pay a reasonable facility fee that covers actual expenses. This would both honor good stewardship and ensure accountability for building use.

I welcome your feedback and any refinements to this proposal as we consider how best to proceed.

In Christ,
**Bret**

**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.