



## **Facility Use – Conditions and Responsibilities**

### **Cornerstone Presbyterian Church, California, MD**

We believe God has graciously provided the facilities of Cornerstone Presbyterian Church to use for the advancement of His church and the kingdom of God in this community. Since God has been so gracious to provide for us we want to generously offer our building for any activities that strengthen His church and advance the gospel. No fee is required, but donations are welcome if you would like to help us be good stewards of God’s provisions. We do not offer the use of our building for any “for-profit” activities. We also do not offer the use of our building for any activities that are in violation of God’s Word or counter-productive to the advancement of the gospel. To that end we will prioritize the use of our building in accordance with the following categories:

#### **1. Approved ministries of Cornerstone Presbyterian Church**

(i.e. – small groups, Bible studies, committee meetings, ministries etc. that the Session has endorsed.):

- A. Space is automatically approved after the submission of the building use application form and entry on the building use calendar, provided there is not already something on the calendar.
- B. Space may be reserved for these ministries up to a year in advance.
- C. Any conflict of space requests between approved ministries will be decided by the Session and/or Diaconate.

#### **2. Use by Cornerstone members other than pre-approved ministries**

(i.e. – weddings, recitals, family functions, fellowship activities, etc.):

- A. A communing member of Cornerstone must be present at this activity and responsible for making sure the activity is conducted within biblical principles and church policy. Any questionable activity must be approved by the Session. The member must also be responsible for making sure the building is left in the condition he/she found it. (See “Property Care and Cleaning Inventory.”)
- B. When a member is willing to sign for responsibilities above, submits the building use application to the office and has it entered on the building use calendar, the space is approved as long as it does not conflict with reserved space for approved ministries.
- C. Normally space for these activities may be reserved up to three months in advance to give priority to approved ministries. Approval may be requested from the Session for special events that need more long range planning (i.e. – weddings, recitals, etc.)
- D. In urgent situations for important Cornerstone ministries (such as funerals and other emergency services, or critical ministry opportunities), some of these activities may have to be preempted. All measures will be taken to avoid this



inconvenience, so please temper your expectations as we attempt to maximize helping people to develop their relationship with God.

### **3. Use by community organizations and non-members:**

- A. Space for these activities must be sponsored and requested by a Cornerstone communing member and approved by the Session after a building use application has been submitted to the office. Approval will be based on whether the activity is in keeping with the advancement of the gospel and biblical principles of conduct. Approval can only be granted if the activity does not conflict with priorities #1 & #2 above.
- B. The Cornerstone member sponsor must be willing to sign the application assuring the activity will be conducted within church policy and making sure the building is left in the condition he/she found it. (See "Property Care and Cleaning Inventory.")
- C. Normally space for these activities may be reserved up to three months in advance to give priority to approved ministries. Approval may be requested from the Session for special events that need more long range planning (i.e. – weddings, recitals, etc.)
- D. In urgent situations for important Cornerstone ministries (such as funerals and other emergency services, or critical ministry opportunities), some of these activities may have to be preempted. All measures will be taken to avoid this inconvenience, so please temper your expectations as we attempt to maximize helping people to develop their relationship with God.
- E. Any speakers or leading performers outside of Cornerstone's membership must be approved by the Session.
- F. All weddings must be approved by the Session with these minimum requirements:
  - a) Both the bride and groom must have a credible testimony of faith in Christ for salvation.
  - b) Confirmation of sufficient biblical pre-marital counsel must be approved.
  - c) The wedding ceremony must be conducted by an evangelical pastor in keeping with biblical worship.
  - d) Receptions on Cornerstone grounds must be above board.
    - 1) No alcoholic beverages will be permitted on the premises.
    - 2) No conduct that is unbecoming of Christians will be permitted.
    - 3) No activities that will cause disturbance to the neighbors will be permitted.



## **Property Care and Cleaning Inventory**

### **Cornerstone Presbyterian Church, California, MD**

#### **I. General Instruction:**

- A. A key to the building may be signed out through the church office for approved use of the building or equipment.
- B. Any use of the building must be restored to its original condition before leaving.
- C. For major functions approved cleaning crews may be contracted in lieu of volunteers. Any requests for such contracts must be approved by Dave Perrin in consultation with the deacons.
- D. Lights and heating/air conditioning need to be checked before leaving. ONLY adjust heat or air by using the arrows. DO NOT lift the panel to do any other adjustments.
- E. All doors must be locked before the last person leaves. Borrowed keys must be turned in immediately after the event BEFORE leaving the facility.
- F. Please sign the completed check off list on the clipboard(s) in the Janitor's Closet.

#### **II. Sanctuary**

- A. All chairs must be cleared off and placed back in the worship positions.
- B. Hymnals and Bibles must be placed properly under the seats (alternate Bibles and Hymnals under each seat).
- C. Chancel furniture may be moved as long as it is returned to worship position before leaving.
- D. If dirt or debris has been tracked in, please vacuum tile floor and pick up any trash.
- E. Use of Pianos and Musical Equipment;
  - 1. Kristin Ashby (301-862-4384) must be consulted before the pianos are played or moved.
  - 2. Rich Buckingham (301-994-1951) must be consulted before the drums are played or moved.
  - 3. Kristin can fill in other particulars.
- F. Use of Audio-Visual Equipment:
  - 1. Jesse Ashby (301-862-4384) must be consulted before using any audio-visual equipment.
  - 2. Events requiring the sound system or other A/V equipment must be scheduled enough in advance to allow for training and or/scheduling a qualified sound booth operator. A fee will be required for use of the sound booth.
  - 3. Use of A/V equipment is limited to church grounds. No equipment may be "checked out" for use outside the church except in special circumstances as approved by Jesse Ashby in consultation with the deacons.
  - 4. All A/V equipment used must be properly packed up after use and returned to their proper storage locations.
- G. Sanctuary lights controlled by sliding switches must be turned off by sliding the switch down until it clicks.



### **III. Nurseries**

- A. All furniture and toys must be returned to original place.
- B. Any toys borrowed from another nursery are to be returned.
- C. In the infant nursery it is imperative that any toys the babies mouthed need to be disinfected, rinsed, and left to air dry in plastic crate in the sink.
- D. All trash must be bagged and taken outdoors to the trash collections site in the rear parking lot.
- E. Used sheets are to be removed from cribs and placed in mesh laundry bag.
- F. Please do not use any snacks that are stored for Sunday mornings only. You may provide your own.

### **IV. Classrooms**

- A. Tables and chairs must be restored to Sunday school positions before leaving.
- B. Marker boards and supplies must be cleaned and returned to original places before leaving.
- C. Trash cans need to be emptied and clean liners replaced.
- D. *Beth Baxley and SS teachers may fill in any particulars.*

### **V. Office**

- A. Check in advance with the secretary if copier use is required. Priority of use goes to regular office functions.
- B. Copier use for other than church ministry use costs \$.05 per copy (black and white).
- C. Any office items should be checked out through the secretary and returned ASAP.

### **VI. Checking out Equipment.**

- A. Equipment must not be taken from the building during times of scheduled use.
- B. Tables and chairs must be returned to their original places before Sunday to be in place for Sunday Services.
- C. Any damaged equipment must be replaced by the borrower.



## Check List

(To be completed and signed on the clipboard in the Janitor's Closet.)

**We are glad to share our building with you and pray that your time here is a blessing. We hope that you find it clean and we appreciate your efforts to leave it clean.**

**If you have any questions or concerns, please call:** Dave Eby at 301-994-9660.

**Location of cleaning supplies:** Cleaning supplies and vacuums are in the Janitor's Closet. Coordinate for more detailed instructions if needed.

### SANCTUARY BUILDING

***Please place a check or NA on each line indicating what clean up was provided.***

**1. Sanctuary**

- Chairs cleared and placed back in worship position.
- Hymnals and Bibles placed properly under seats (1 book under each seat, alternating Bibles and Hymnals).
- Chancel furniture replaced to original position.
- Floors cleaned of debris and trash.
- All lights off. Sliding switches slid down until they click off.

**2. Foyer**

- Carpet vacuumed

**3. Bathrooms \* Only if building is heavily used on Saturday before Sunday worship**

- Wipe down counters and check toilets
- Empty trash cans, replace liners, and take to dumpster
- For large events: Refill paper towels. \*Key is in the Janitor's Closet.

**4. Nurseries**

- All furniture and toys returned to original place.
- Any toys borrowed from another nursery, returned to proper nursery.
- Toys in infant nursery that have been mouthed by babies, disinfected, rinsed, and placed in plastic crate in sink.
- Trash removed, taken to dumpster, and new liners placed in cans.
- Used sheets removed and placed in mesh laundry bag.

Thank you!

---

**Signature**

---

**Date**