



## **Facilities Use Policies**



This document covers the policies and procedures governing the use of Crestview facilities by both church members and non-church members / organizations outside of the Church. It includes:

Section 1 - General Policy

Section 2 - Procedure to Request Use

Section 3 - Fee Schedule

Section 4 - Areas and Rooms

Wedding and Funeral arrangements should be made through  
Karen Casto - [karencasto@crestview.church](mailto:karencasto@crestview.church) - or 432.681.8200

(Additional policies or fees may apply)



## Section I – General Policy

**1.1 Purpose:** It is our intention that church facilities for Crestview Baptist Church be used to support our purpose of “Helping People Experience Life Change Through Jesus Christ.” Crestview has been blessed with facilities to serve it’s members and our community. These policies are put in place to help manage and maintain our facilities in order to provide ongoing support to our members and community. Therefore, we require all facility users to follow the outlined policies.

### **1.2 Definitions:**

“Church Facilities” means any part of the church property of Crestview Baptist Church located at 301 N Loop 250 West, Midland Texas. This includes all rooms within the Facilities, all furniture and equipment belonging to the church, the church grounds and parking area.

“Church Functions” means activities directly related to the official ministries of Crestview Baptist Church (CBC), to be held by church ministry groups / Life Groups or fellowships / CBC members / CBC active attendees – the use for these functions is usually on a free basis.

“Non-CBC Functions” means other activities not directly related to official ministries of CBC, such as weddings, memorial services, anniversaries, recitals, receptions, educational purposes, Community Events, etc, that are held by individuals or a group of people, who are either CBC members / CBC church attendees or in some cases members of the Permian Basin community.

“Designated Person” means the person that is taking responsibility for the event and will be the lead contact person regarding all event communication. This person is agreeing to abide by these Facilities Management and Use Policies.

### **1.2 Usage Priorities:**

The facilities use policies are applicable to all users of church facilities based upon the category of usage. The general categories, **in descending priorities**, are:

- Church ministries (for church functions)
- Life groups and other group functions (for group functions)
- CBC members / CBC regular attendees (for church functions)
- CBC members / CBC regular attendees (for non-CBC functions)
- Non-CBC members /outside organizations

### **1.3 Facility Use Requirements**

All facility use can be approved or denied without specified reason. Many factors including ministry plans, staffing, preparedness for future events, and others are considered prior to each approval.

Facility use fees are outlined in the **Fee Schedule** for all activities. Down payment must be made before event is scheduled and full payment must be made 24 hours prior to date of the event or it will be subject to cancellation.

Patrons are expected to arrive and depart at the times specified on the request.



### 1.3 Facility Use Requirements Cont..

Ministries, Groups, and individual members should submit a [facilities use form](#) which describes their facility use needs as soon as plans are complete. Needs should be communicated as accurate as possible. It is expected the facility and equipment be in the same or better condition after use.

The use of rooms at Crestview Baptist Church are restricted to not-for-profit activities only; no sales or exchange of funds are permitted.

Use of the facilities is scheduled on a first-come, first-served basis. In case of scheduling conflict, the priority of use will be in accordance with the priorities mentioned in section 1.2.

**Use of facilities is more limited on Saturday and Sundays to ensure preparedness for Sunday worship and ministries.** In general events that extend beyond 6pm Saturday (including clean up) will be denied. Sunday use is limited to ministry and group use only. Exceptions made through Leadership Staff approval only. **Friday events** are dependent on availability and staffing. Event may be approved if event organizers agree to clean, and return area as ready for next event.

All other evenings are restricted dependent on area availability and available staffing.

Alcohol, drugs and tobacco products are prohibited. Crestview Baptist Church is a smoke-free building. If your guests smoke (including electronic cigarettes or other vape accessories), please direct them outdoors. No vulgar, obscene or profane language or behavior will be permitted anywhere in the building or on church grounds. All activities, especially for participants under 18, must be under competent adult supervision at all times.

All events must not conflict with any part of our Crestview Baptist Church core values.

Scheduled events will usually take priority over non-scheduled events. **However, use of the facilities for church emergency purposes will take precedence over all other uses of the facilities regardless of any prior payments or reservations.** The best example of an emergency of this type is funerals. Crestview staff will do our best to resolve emergency conflicts with parties involved. Any prior payments would be refunded in case of an emergency.

CBC reserves the right to deny use our facilities or cancel any agreement immediately without liability if the applicant fails to comply with any part of these Facility Management and Use Policies.

**1.4 Set Up and Clean Up** Set Up and Clean Up for all events not directly designed to support ministry at Crestview should be completed by the participants of the event. Generally, but not always, Crestview custodial staff will stage tables and chairs per request. Specific needs must be clear on request form.

**1.5 Access to Building** Access to the building will be arranged by a member of Crestview staff All access needs should be communicated on the calendar request.

**1.6 Climate Control** - Climate control will be managed based on the times requested for event allowing for time for system to acclimate for requested timing.



## Section 2— Procedure to Request Use

**2.1 Application:** Request for use of the facilities must be submitted on a facilities use form available from the [CBC website](#), for approval by the Operations Administrative Assistant or the Groups and Operations Pastor. While exceptions may occur, the request should be submitted at least one month prior to the requested use of the facility.

Applicants are encouraged to review the Crestview Facilities Management and Use Policy Statements completely as they will be asked to sign an acknowledgement they agree to abide by them.

Use of the Worship Center will generally need leadership staff approval. Playgrounds are not available for use for any event outside of the regularly scheduled Education/MDO/Ministry usage.

**2.2 Required Information Needed:** The applicant must provide the church office with the following information at the time of booking:-

- The name of the designated person responsible for the event
- The phone number (day and night) and email address of the designated person
- The name of the group / fellowship using the facilities and clear description of why facilities are needed.
- the specific room(s) required and specific set-up needed with diagrams when requested.
- **Any and all Media related needs (Sound, Media, Advertising etc) - See Media Request Form**
- The date and the time of the intended use (including set up and clean up)

**Please note, all events without a designated Crestview Member or regular attendee present and in a role of authority for the event, must have a custodian or other representation from Crestview present in the building during event hours.**

**2.3 Timing:** Approval will generally occur within 3 business days, however in some cases circumstances may be present that requires additional time. Events that need clarification, or events that may have an element outside of guidelines will take longer to approve or decline. Leadership Staff approval at a regularly scheduled meeting will be required for all requests that have any elements outside of these policies.

Non-CBC Functions can be submitted no longer than 6 mos. from event and will not receive final approval until 3 mos. from event to allow ministries to plan appropriately.

**2.4 Resources:** All equipment and resources belonging to Crestview are not removable from the Crestview Campus unless authorized by leadership staff. This includes audio/visual equipment as well as other resources such as table and chairs.



## Section 3 - Fee Schedule

Crestview Baptist offers use of its facilities to non-members provided the activities are in keeping with the church's purpose statement. Occupancy fees cover room set-up and custodial services within normal limits except as noted. (See page x for Wedding Fees.) . These fees do not include childcare, sound, lighting, graphics, musicians, security, or other personnel.

CBC may choose to offer reduced rates or waive rates based on use and community impact and how use supports CBC core values.

Area / Room	Partial Day
Student Area (worship and/or commons)	\$150 minimum Additional \$50 per hour after 3 hours
Adult Rooms 1-9 (as individual rooms)	\$50 Minimum Additional \$25 per hour after 3 hours
Adult Rooms 1&4 (as one large room)	\$75 minimum Additional \$25 per hour after 3 hours
Crestview Commons (Including Crestview Café area)	\$100 minimum Additional \$50 per hour after 3 hours \$10 per table in access to café tables
Mission Building	Negotiated Use
Kitchen	\$500 minimum negotiated use
Conference Room	\$75 minimum Additional \$25 per hour after 4 hours

***Additional Fees May Apply for equipment or staff.  
Any additional cost will be communicated prior to approval.  
Hours Usage include set-up and Clean-up***

With the exception of Weddings and Funerals, the Worship Center will rarely be authorized for use. , however in the event it is used, a \$300 minimum will apply. An Additional \$50 per hour charged for each hour. (Set-up and Cleanup time also applies) Additional charges may apply for Media assistance or equipment use and will be communicated at time of final approval.

**Crestview Baptist reserves the right to charge users up to full replacement price for any damages caused by event users. This includes facility as well as any equipment . Excessive cleanup or stain removal charges will be passed on to the event user.**

Deposit of 25% is due no later than 2 weeks prior to event and will be applied to event cost. Full payment is expected within 24 hours of event start. Lack of payment is grounds to cancel event. Forfeiture of deposit can result if event is cancelled by applicant with 48 hours of event.



## Section 4 - Areas and Rooms

**Conference Room:** Table seats 10 with capability to seat an additional 6-8 in the room. No additional tables or movement of table allowed.

**Crestview Commons:** Use of existing café tables and chairs is recommended for groups of 48 or less.

- Café Area w/tables seats 54
- Crestview Café Commons w/additional tables only could seat 86 (8 per round)
- Entire Crestview Commons including Café area w/tables could seat 160 (8 per round)
- Baptistry Fountain can be on with lights or off for sound control.

*\*Please note that 8 chairs per round in relatively tight and you may want to adjust your plans accordingly.*

### **Individual Adult Area Suites**

- Suites 1 & 4 without partition: 80 w/10 round tables or 100 chairs in classroom setting.
- Suites 1- 9 (partions open in 7 & 8) 40 w/5 tables or 50 chairs max. Configuration of suites 7 & 8 is generally suited for smaller groups of no more than 15.

### **Student Area**

- Student Commons: 30 chairs max
- Student Worship: 80 with 10 tables. Or approx. 100 with chairs only in classroom setting.

Generally, if meals are served the student commons is used for serving line and drinks.

### **Missions Building/Parking Area**

The missions building can be a good area to base outside functions out of.