



MCC®

CORNERSTONE METROPOLITAN
COMMUNITY CHURCH

1007 Government Street Mobile, AL 36606
cornerstonemccchurch.com

Function and Building Usage Documents

Thank you for your interest in using the building(s) and grounds of our church. We feel blessed to own this space and are willing to share usage at a reasonable rate. Please take time to read through this document and then if you are interested, call the church office to see if the space you need is available when you need it. If it is, we will hold the space for up to three days to allow you time to return the completed application and deposit.

Policies and Procedures

1. As a rule, food and drinks are allowed in the Fellowship House and/or outside only. Special permission must be granted to include food and/or drinks in worship space.
2. On-site deliveries must be received by person/group using the building(s) as church staff cannot be responsible for deliveries.
3. Kitchen appliances cannot be operated by anyone under 18 years of age.
4. Building(s) and grounds must be left in the same condition after the event as they were before the event, unless prior arrangements are made to pay someone from the church to clean up after the event.
5. Certain events may require General Liability insurance; notice will be given when application is received.
6. Catering companies must sign a Waiver of Liability Form, and present proof of insurance.
7. Nothing is to be sold on church property unless approval is requested and granted.
8. If church equipment is to be used, a fee will be paid to a church volunteer who will operate said equipment. This includes audio, video and lighting.
9. If furnishings need to be rearranged, approval must be requested and granted and items shall be placed back in place after the event.
10. Children are welcome at events; however they must be managed by their care-giver. No running, climbing, or marking on walls or furnishing. Children with adult supervision may use the children's classroom; however it must be cleaned up when event is finished.
11. Damages will be charged to the responsible party/group and will be deducted from cleaning/damage deposit.
12. Any use of church logo or picture of building(s) in advertisement of the event must be proofed and approved in writing by church.

Code of Conduct

As a faith community, we honor and respect one another and the property entrusted to us.

1. The following behaviors will not be allowed:

- Defacing, damaging or destroying property
- Possession, use or sale of illegal drugs, weapons or contraband
- Drunkenness
- Solicitation
- Public disturbance
- Physical and/ or verbal threats of any kind
- Gambling
- Littering
- Loitering

2. Use of amplified or disruptive sounds, unless requested and approved by church

3. Use of fire

4. Excessive use of scents

5. Harassment of any person in any way

6. Sexually explicit language or obscene gestures

7. Racial, religious or ethnic slurs

8. Inappropriate and/or sexually explicit attire

9. Smoking outside of the designated smoking area

10. Photography, video or recording of any kind without the expressed permission of the individual(s) included in the media format

11. Running, skating, rollerblading, skateboarding, bicycling on premises

12. Sleeping on the premises

Function and Building Usage Application

Request by () Individual/Couple () Organization () Profit () Non-profit

Name: _____

Address: _____

Phone: _____ Email: _____

Event: _____ Date(s): _____

Set-up Time: _____ Event Time: _____ Exit Time: _____

Requested Space: () Sanctuary () Fellowship House () Kitchen () Grounds

Number of People Invited: _____

Equipment Needed: () Audio () Video () Piano/Keyboard () Drums () Guitar

Usage, Equipment, Staffing and Deposit Fees for Short-term Requests

Fellowship Hall	1 hr @ \$100.00	_____.
Kitchen	1 hr @ \$ 50.00	_____.
Library (8-10 people)	1 hr @ \$ 25.00	_____.
Meeting Room (10-35 people)	1 hr @ \$ 50.00	_____.
Sanctuary (250 people)	1 hr @ \$150.00	_____.
Grounds (100 people)	1 hr @ \$ 75.00	_____.
Security (unlock/lockup)	1 hr @ \$ 20.00	_____.
Audio/Video Tech	1 hr @ \$25.00	_____.
	TOTAL FEES \$	_____.

_____ 50% of total fees

_____ 100 .00 refundable cleaning/damage fee if left clean and undamaged

_____ Total amount included with application

Cancellation Policy

90 days prior to event will result in a return of deposit.
60 days prior to event will result in a 90% return of deposit.
30 days prior to event will result in a 75% return of deposit.
Less than 30 days prior to event will result in a 50% return of deposit.
Deposit return will be by church check and will be mailed within 10 days.

I have read the policies, procedures, code of conduct and cancellation policy for function and building usage. By signature below I submit application and deposit to reserve space for my event. Cornerstone MCC will return confirmation of my request within one week of receipt of application and deposit.

Applicant Signature

Date

Deposit Amount