

## POLICY FOR CBCGB CHURCH FACILITY USAGE

Stewardship Committee, CBCGB

*(Effective August 20<sup>th</sup>, 2023)*

### **Guidance**

This is a revised version based on the one on Oct 4<sup>th</sup> 2019, and thus supersedes the previous version. The purpose of this revision is to make proper adjustments in the light of the extension of church ministries and to balance the needs for both members and non-members alike in the fields of evangelism, social concern, and community services. CBCGB facilities were provided through the sacrificial labors and generous offerings of many brothers and sisters, for the worship of God, the spread of the gospel, and the enrichment of God's people. CBCGB hereby reserve its rights to accept or deny any application, in its sole discretion, for the use of its facility, for reason or for no reason.

### **Coordination and Supervision Authority**

The policy is to be implemented by the Stewardship Committee of CBCGB. The daily operation is facilitated and supervised by the facility manager of CBCGB under the guidance of the Stewardship Committee of CBCGB.

### **Duty and Obligation**

All the applicants, individuals and corporations alike, for the usage of the CBCGB property are mandated to sign the agreement of the said facility usage policy and the liability waiver form before any usage can occur. CBCGB is not liable for any personal injuries or loss of personal belongings within the CBCGB property due to personal irresponsible activities or negligence. All the applicants are required to follow the said policy. Any violation of the policy or damage of the property may risk in losing the privilege of the future usage and may be asked to share the cost of repair.

### **Booking Priorities**

Priority in booking facilities is granted (in order of priority):

1. Events held annually on fixed weekends: for example, Chinese ministry Memorial Day retreat, English ministry retreat. Even when such events are held off-campus, church facilities may not be booked by members of the respective congregation(s) during

these periods, so that personal events do not conflict with church or congregational events.

2. Church or congregational special events, and weddings of members, booked on a first-come, first-served basis. The booking cannot be confirmed until six months prior to the event; (twelve months prior, for weddings only). (This provision for weddings of members extends also to adult children of current members, current co-workers who are not members, and former long-term members who have moved away.) Simultaneous or overlapping bookings (e.g., one function in the chapel with another in the sanctuary) will normally not be entertained. Weddings will not be booked on a day when a church or congregational event is previously scheduled, or when the facility is in regular use. To facilitate advanced booking, the church maintains a bi-annual calendar.
3. Non-members and outside organizations which fall within usage guidelines may request a reservation, but the booking cannot be confirmed until six months prior to the event (ten months prior, for weddings only). Bookings are not considered confirmed until payment of a deposit of 50%. The remainder of the payment is due two weeks prior to the event.
4. Incorporated outside organizations, which have been designated as CBCGB partners\* in community outreach, may request reservations for community outreach events that fall within usage guidelines. Bookings are not considered confirmed until payment of a deposit of 50%. The remainder of the payment is due as arranged in advance with the Stewardship Committee.

*\* NOTE: In order for incorporated outside organizations to be listed as a CBCGB partner, they must submit an application through the Stewardship Committee for a decision by the Board of Elders. The list of CBCGB partners is maintained by the Board of Deacons and should be reviewed on an annual basis.*

## **Facility Usage**

1. Usage of the church building is restricted to not-for-profit organizations and activities.
2. Usage of the sanctuary is restricted to Christian services and activities only. All other events will be considered in a case-by-case situation. In the case of weddings, both bride and groom are to be practicing Christians in a church of similar confession.
3. Usage of the chapel and the junior chapel is restricted to Christian services and activities only. Special approval may be granted on occasion for cultural activities or other special events, such as piano recitals, non-religious celebrations, or emergency evacuation.
4. Usage of the youth lounge (Room 127) or the junior chapel requires the permission of the Youth Pastor. Usage of children classrooms (Room 107, 108, 120, 121, 122, 123, 124, 125, 126) require the permission of the Children Ministry Pastor.

5. The library (room 211) is generally not open for public activities but may be used as a changing room for the bride in a wedding ceremony.
6. The kitchen in the basement and its facilities are not open for public usage.
7. Any application for church facility usage must have an endorsement from a current Church Council member, or a former elder, or a CBCGB ministry coordinator listed in the latest Ministry Matrix (Short Form).
8. Usage of parking lot is considered in a case-by-case situation. The usage may be granted based on the mutual agreements, such as with the Boston Property.
9. Church facilities are not available for outside bookings or usage on Friday evening and Sunday morning. Funerals take the priority over all bookings at the chapel on Saturday morning.
10. No food or drink is allowed in the sanctuary, except for church services. Serving of refreshments and meals is allowed in the chapel.
11. Consumption of alcoholic beverages and social dancing are not permitted on church property.
12. It is the responsibility of each event coordinator, manager, or person-in-charge to make reservations with the CBCGB Facility Manager and to arrange for an equipment technician and/or other co-workers, as needed.

### **Maintenance Fees**

Maintenance fees are charged based on the following five categories:

- *Category 1:* Special Christian services (for example, funeral, thanksgiving service, etc.) by church members.
- *Category 2:* Christian activities or special Christian services by Christian institutions of the same faith and their members (including the wedding of a Christian couple who are not church members.).
- *Category 3:* Cultural events (concerts, recitals, conferences, etc.) by members, nonmembers, or non-religious institutions.
- *Category 4:* Community outreach events by incorporated outside organizations designated as CBCGB partners.
- *Category 5:* Emergency (such as fire, flood, earthquake, etc.) evacuations in the community.

Large classrooms, small classrooms, and the dining area are defined as follows:

- Large classrooms: 107, 108, 129, 216, 302, 309, 311 in the main building, office building basement, and 1 and 2 in Mission House (151).

- Small classrooms: 120, 121, 122, 123, 124, 125, 126, 128, 214, 220, 305, 313, 314 and 315 in the main building, office building conference room, and 3, 4 and 5 in Mission House.
- Dining area: From the wall behind the elevator in the basement where the sink is located, up to the east end of the basement. (Dining area may be used in whole or in part.)

Maintenance fees are charged based on the five different categories. Fees are reviewed and revised by the Board of Deacons based on the physical plant and energy cost of CBCGB. Fees are applied for the full time the facility is reserved (including rehearsal times).

For flexibility, for a facility which contains multiple subdivisions (rooms), fees are specified and charged for each of the individual subdivisions. The fee for the whole facility will be the total of all the subdivision fees.

*Category 1&5: Free-will Offering*

*Category 2: Usage fees are subject to changes on an annual basis. See Appendix A for details*

*Category 3: Usage fees are subject to changes on an annual basis. See Appendix A for details*

*Category 4: 50% of the fees for Category 2.*

## Appendix A

*(Effective August 20th, 2023)*

### Maintenance Fees for Categories 2 & 3

#### *Category 2:*

<i>Resources</i>	<i>First 2 hours</i>	<i>Each additional hour</i>
Sanctuary	500	75
Chapel	400	60
Mission House Fellowship Hall	200	40
Junior Chapel	200	40
Basement dining area (full)	150	40
Basement dining area (half)	75	25
Large classroom	40	20
Small classroom	30	20
Technicians - audio/video system	70	20
Custodians	150 (event under 100 people); 200 (event more than 100 people)	-
Snow Removal*	Adjustable	N/A

\*CBCGB has contracted out the snow removal. If additional snow removal is requested outside the need of the CBCGB, the applicant is responsible in paying the full fee to the contractor.

#### *Category 3:*

<i>Resources</i>	<i>First 2 hours</i>	<i>Each additional hour</i>
Sanctuary	N/A	N/A
Chapel	400	60
Mission House Fellowship Hall	250	45
Junior Chapel	200	40
Basement dining area (full)	300	70
Basement dining area (half)	200	40

Large classroom	80	30
Small classroom	50	25
Technicians - audio/video system	80	20
Custodians	150 (event under 100 people); 200 (event more than 100 people)	-

Snow Removal*	adjustable	N/A
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\*CBCGB has contracted out the snow removal. If additional snow removal is requested outside the need of the CBCGB, the applicant is responsible in paying the full fee to the contractor.