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Cornerstone EPC

Facilities Use Agreement

Revised 12-03-15

Dear Building User:

The mission of Cornerstone EPC is “Renewing our families, our communities, and our world, by bringing faith and life together in Christ.” We desire the advancement of God’s kingdom and seek to be a blessing to our surrounding community. To that end, we have made our facilities available to the community. To ensure that the facilities are used in accordance with our deeply held beliefs we have established the following policies

1) Membership in EPC

Cornerstone Evangelical Presbyterian Church (“Cornerstone”) is a member of The Evangelical Presbyterian Church (the “EPC”), a Presbyterian denomination established in 1981 when its first General Assembly convened.

2) Mission of Cornerstone Church

- a) As stated above, “Renewing our families, our communities, and our world, by bringing faith and life together in Christ.”
- b) Fundamental to its mission, Cornerstone believes that: (1) the Gospel is the key to all that we are and do, (2) the Gospel assures that, because Jesus lived and died in our place, we can be accepted and loved by God, even though we are flawed and sinful by nature, and (3) we should seek to live in accordance with Scripture.

3) Constitution of the EPC

- a) The Constitution of the EPC (the “EPC Constitution”) consists of the Book of Order (comprised of The Book of Government, The Book of Discipline and The Book of Worship), the Westminster Confession of Faith (including the Larger and Shorter Catechisms) and the document Essentials of Faith.
- b) As a congregation within the EPC, Cornerstone is subject to, and its mission and activities in connection therewith are to be carried out in accordance with, the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution.
- c) The Westminster Confession of Faith is the Confession of Faith governing the EPC and sets forth and preserves its commitment to the historic orthodoxy of the Reformed Faith. The Essentials of Faith, a harmonious document, defines core beliefs of the Christian Faith and sets forth and preserves the EPC’s commitment to historic evangelicalism. The Book of Government sets forth the form of government of the EPC. The Book of Worship also sets forth doctrinal principles of the EPC concerning various theological subjects including: “Man’s Chief End” (Chapter 1); “Public Worship of God” (Chapter 2); “The Sacraments” (the Sacrament of Baptism and the Sacrament of the Lord’s Supper) (Chapter 3); “The Worship of God at Other Times” (Chapter 4); “Christian Marriage” (Chapter 5); “Christian Burial of the Dead” (Chapter 6); and “Service to God” (Chapter 7).

4) Operations and Activities of Cornerstone and Use of its Facilities

- a) Cornerstone hereby affirms the provisions of the EPC Constitution and further affirms that the mission, faith and doctrine of Cornerstone shall be consistent with the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution.
- b) Accordingly, the ministerial staff of Cornerstone, its elders, deacons and trustees and its music staff, administrative staff, employees and members shall perform their church duties, obligations and responsibilities and administer and carry out their church activities and operations in accordance with the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution.
- c) Further, the sanctuary, chapel and other real property facilities of Cornerstone (collectively, the “Cornerstone Facilities”), including without limitation its Family Life Building/gymnasium, fellowship hall, educational facilities, conference rooms, playground, outdoor patio, parking lot and other meeting rooms or facilities used for the mission of the church, wherever located, (1)

when used by Cornerstone, its ministers, officers, staff or employees or its congregation members or church attendees, shall be used solely for purposes consistent with the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution, and (2) if used by other persons or groups with the permission of the session or board of trustees of Cornerstone (or a committee of either thereof) or the ministerial or administrative staff of Cornerstone, shall be used solely for purposes not inconsistent with the mission, faith and doctrine of the EPC as so defined and set forth, it being acknowledged and understood that the Cornerstone Facilities are not facilities of public accommodation but are facilities owned by Cornerstone dedicated solely for such permitted uses.

Specific Policies

1) Facilities covered under this Agreement

- Sanctuary
- Family Center
- Education Building
- Playground
- Outdoor Patio
- Parking Lot
- Grassy areas

2) Keys to the Facilities

Building keys will be given only to Deacons, active Session members, full-time church staff, and long-term tenants. No copies are to be made without the Deacons' knowledge.

3) Qualifications for Building Use

- a) As clearly stated and defined above, the organization requesting building use should provide a service to the church or the community, and the facility should be used in ways that are consistent with the mission/goals or theology of the congregation. Groups within the congregation shall have priority on the schedule.
- b) Non-profit organizations, serving social or educational needs (e.g., AA & other "12-Step" programs, Scouts, etc.) may also use the facility.
- c) Profit-making organizations which charge admission or registration fees will not be permitted to use the facilities unless the intended use is determined by the session and/or deacons to be in the interest of the general welfare of the community, such as organizations offering educational, health or fitness, or enrichment activities. Such organizations may be subject to a deposit and fee as determined on a case-by-case basis.
- d) If considered necessary by Cornerstone, user of facilities will need to include Cornerstone in their liability insurance policy as an additional insured.
- e) For-profit "shopping parties" (e.g., Discovery Toys, Tupperware, etc.) may not be held at the church. Furthermore, the advertising of such events should not be done within the church, neither through bulletin board or any church publication.
- f) Family events such as weddings, reunions, etc. are valid uses of the facilities under these guidelines. (See Wedding Policies).
- g) At least one adult must be present at all times in each of the buildings while in use by outside parties.

4) Scheduling

- a) All scheduling will be coordinated through the Church Administrator in the following order.
 - Priority will be given to groups in the congregation that meet regularly: Youth, Women's Ministry, Men's Bible study, Session, Deacons, etc.

- Outside groups that have used the facility (in a satisfactory manner), that meet on a regular basis.
 - One-time uses that fit into available time slots.
- b) Outside groups must provide name, address, and phone number of at least two responsible adult leaders and be subject to background checks.

5) Facility Use Conflict Clause

- a) In addition to the member congregation, Cornerstone facilities are used by a variety of tenants on different schedules. All activity dates are coordinated by the Church Administrator. Should conflicts arise, the follow actions will take place:
- i. If the schedule conflict is between two tenant organizations, the Church Administrator will give precedence to the earliest scheduled, allowing the organizations to try to come up with an alternative schedule compromise that is amenable to all parties.
 - ii. If the conflict is between Cornerstone and a tenant organization, the Church Administrator will communicate the conflict to both parties and attempt a reasonable resolution.
 - iii. Conflicts between Cornerstone and a tenant organization may manifest themselves in ways such as:
 - Requirement of a room/building scheduled to be occupied by the tenant at the time in question
 - Preparation responsibilities that may disturb the tenant scheduled to be in certain rooms/buildings
 - Equipment requirement (A/V, tables, chairs, etc) that may hinder tenant activities should they be removed in preparation for Cornerstone events.
- b) Cornerstone will first attempt to resolve the conflict within their organization. If this is not possible, Cornerstone will notify, in writing, of any conflicts at least 30 days in advance of the date in question and the particular conflict, thereby allowing the tenant organization to discuss a resolution. Although the Cornerstone activity will take precedence, alternate days will be offered, or an appropriate reduction in that month's rent to replace the lost day.
- c) Should the notification not occur within the prescribed 30 days, Cornerstone will actively work with the tenant organization to accommodate all parties involved, but will not require the tenant to reschedule the date in conflict.

6) Housekeeping

- a) The organization or individuals must be in and out of the building at the times specified. The deacons must clear any changes or exceptions in advance.
- b) The areas of use **MUST BE RESTORED** to their original condition or better. Other rooms of the building, except restrooms and kitchen, are **OFF LIMITS** unless cleared by deacons. Tables and chairs should be wiped down and returned to where they were found. Please use the attached "Lock-Up Procedure Checklist" prior to exiting the facilities.
- c) Your signature below signifies you agree follow Cornerstone E.P.C.'s Kitchen Facility Policy & Procedures Manual. If you have not received a copy please ask for one.
- d) The buildings must be locked when you leave. **Please verify that all front, back and side doors are locked.**
- e) Posters may not be placed on walls. No nails, tacks, screws, mollies, or anchors/hangers of any type may be affixed into or on any walls, doors, frames, ceiling, etc.
- f) All thermostats run on a program. If necessary you may adjust the temperature; however, you **MUST** re-adjust prior to locking up and **NEVER** press the "hold" button. Also all lights must be turned off when you leave. If this is **not done** there will be an additional charge of **\$100.00 retained from your deposit.**
- g) Candles or open flames can be used only when a church member is present with special

precautions taken to prevent dripping wax from sticking to the floor coverings (e.g., use a drop cloth).

- h) All children must be supervised at all times.
- i) Any equipment found out of order or any damage to the property must be reported to the office as soon as is reasonably possible.
- j) **The possession of firearms concealed or otherwise, is strictly forbidden on any church property as stated in the Texas Concealed Handgun Law.**

7) Deposits and Fees

- a) For all Non-member use there will be a **deposit**, which will be fully refunded if there is no damage to the property and the items under Housekeeping are done. For all Member use, the Deposit will be \$100.00. This deposit may be waived by the Deacons if needed. For all Non-Members the deposit is \$250.00.
- b) **Fees** are to cover utilities and wear on the building.
- c) For Members of Cornerstone the fee for each of the three buildings is \$50.00 for up to three hours usage.
- d) For Non-Members of Cornerstone the fee for up to three hours usage is:
 - \$150.00 for the Sanctuary
 - \$200.00 for the Family Center / Gym
 - \$150.00 for the Children Center / Ed Building
 - Longer-term usage fees can be negotiated case-by-case
- e) Usage time can be adjusted by Deacons and/or Church Session.
- f) No more than two keys may be issued to a group. We will try to have someone there to open and close the door, but, if not, the group must return keys to the church office. If keys are not returned, the **full deposit will be forfeited** in order to pay for re-keying door locks.

KEYS ARE NOT TO BE DUPLICATED FOR ANY REASON.

NOTICE: Cornerstone Evangelical Presbyterian Church, its agents and employees shall not be liable for any loss, damage, injury or death to persons or their property as a result of their use of the facilities. Persons and/or organizations using the facilities hereby agree to indemnify and hold Cornerstone Evangelical Presbyterian Church, its agents and employees harmless from all claims for loss, damage, injuries, or any other casualty whatsoever.

In case of **emergency** after hours, please call Jack Kutzer at (281) 701-5873.

Signatures of Agreement

Group's name _____

Responsible contact _____

Address _____

Cell Phone_(_____) _____ Home Phone_(_____) _____

Email Address _____

Signature

Date

Secondary contact _____

Address _____

Cell Phone_(_____) _____ Home Phone_(_____) _____

Email Address _____

Signature

Date

Date and times requested _____

Frequency _____

(If seasonal, please state months)

Facility areas requested _____

Office Use Only

Deposit _____

Check # _____

Fee _____

Check # _____

Date _____

Approved by _____

Key issued _____

Key returned _____

Lock-Up Procedure Checklist

Last person out of the building...

- Wipe down tables used
- Set up classrooms according to diagrams on back of classroom doors.
- Clean whiteboards if used.
- Check ALL restrooms
 - No trash on floor
 - Restock toilet paper if needed
 - Restock paper towels if needed
 - All toilets are flushed
 - All faucets are off
 - Lights and fan turned off
- Empty ALL trash cans and deposit in the large bins behind the Ed Bldg (center building on campus).
- A/C Units are programmed; however, if you adjusted the temperature please be sure to reset to 78 in the summer and 60 in the winter and be sure the fans are set on “auto” – NEVER press “hold”.
- Ensure all exterior doors closed and locked.
- Ensure all windows are closed and locked.
- Lock the panic bars using the hex key – and be sure to return the key to the hook.
- Set security alarm (enter code & press “away”) – If the alarm will not set check the LCD display. If it displays a number and not the time, 1 of the exterior doors is not shut all the way. Check all the doors and try again.