



P.O. Box 757 · Galax VA 24333
276-233-8750

Policy on the Use of the Community Room/Church Facilities
PLEASE DETACH AND KEEP FOR REFERENCE

1. To further its mission of community service, Cornerstone Community Church will make available its Community Room for appropriate use by attenders and non-church groups.
2. All decisions about the use of the building rest with the Administrative Team.
3. Interested parties should request permission to use the room by contacting the church office during normal business hours.
4. There is absolutely NO SMOKING in the building and no alcohol on the premises.
5. Fund raisers sponsored by non-profit groups will be allowed subject to the explicit approval of the Administrative Team. Complete details of the proposed activity, its financial particulars, and the beneficial purpose must be submitted in advance.
6. Groups using the building will be responsible for cleaning it and restoring it to its condition prior to their use.
7. Groups using the building may be required to provide to the church office evidence of liability insurance coverage.
8. Children under the age of eighteen (18) must be supervised at all times by an adult and are NOT permitted to be left unattended in any part of the building.
9. Use of the sound system, video projection system, and the sound booth area are not allowed unless **prior permission** is received. Once permission is given, it is your responsibility to secure someone from **Cornerstone's approved list** to run the sound/video system. (The church office can give you that list.) Also, it is suggested that payment be negotiated between you and the person who has offered their time to run the sound system for your event. This payment is not associated with Cornerstone Community Church.

The basic rule of thumb is to leave the building in the same condition it was found.

LIGHTS - Remember to turn off all lights when you leave.

HEAT/AC - If you adjust the temperature, please put it back when finished. We set the AC on 76 and the heat on 65.

DISHES - If you use any dishes, please wash and dry them. Put them away in the same place they were found.

COUNTERS - Please wipe off all counters.

TABLES AND CHAIRS - Please wipe off any tables/chairs and/or fold and put back in same direction that they were found.

FLOORS - Please sweep floors. Wipe up spills.

JANITOR SUPPLIES– You will find supplies needed for cleaning in the janitor closet located across from the men’s bathroom in the downstairs lobby, under the sink in the community room, or in the janitor’s closet next to the sound booth upstairs.

TRASH - Take all trash out and place in receptacles.

LOCK UP! Please make sure ALL doors (including the parking lot elevator door) are locked before leaving. If someone else is in the building when you leave, it is imperative that you still lock all doors unless other arrangements are made with them. Please do not assume they will lock up because they may assume you are still in the building. Our doors are found unlocked with no one in the building way too many times.

Cornerstone Community Church reserves the right to amend this policy at any time.

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