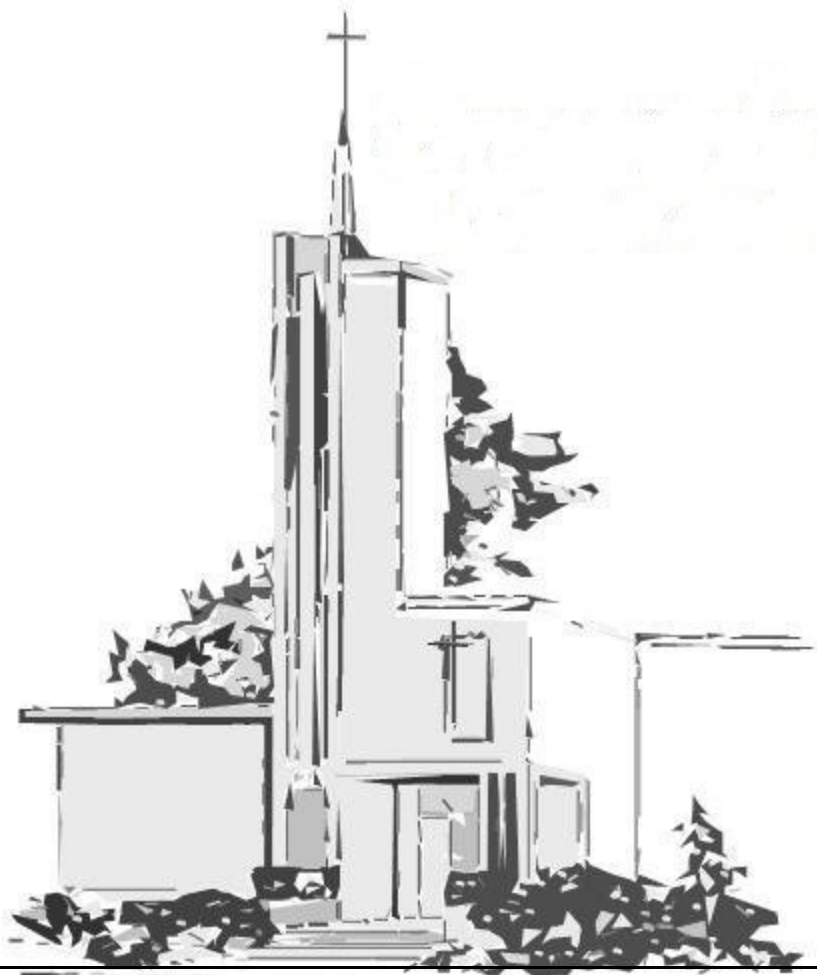


# Crosspointe Christian Church

## Facility Use Guidelines & Procedures



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The Crosspointe facility supports the ministries of the church and, as a courtesy, is available to its members and regular attenders for personal events.

Crosspointe sponsored recurring and special events take precedence in scheduling the use of the facility. All other uses of the facility are scheduled on a first-come, first serve basis. More than one event may occur on a given date and time if there is no space conflict and agreed upon by the requesting parties.

#### Crosspointe Sponsored Recurring Events

This category includes programs that are part of the regularly scheduled activities that comprise the core of Crosspointe's ministry. Examples of this category include Sunday Services, Youth Ministry, Awana, Celebrate Recovery, Deacon Meetings. Please refer to Appendix 5 for a use responsibility list.

#### Crosspointe Sponsored Special Events

This category includes events that are associated with core ministries as defined above but do not occur on a regular schedule. If a special event is initiated by an individual member or regular attender they may need approval from the appropriate deacon or staff member before the event will be scheduled on the calendar. Examples of this category include seminars, special Life Groups or youth events or individual sponsored bible studies. Please refer to Appendix 5 for a use responsibility list.

#### Member/Regular Attender Personal Events

Examples of this category include weddings, funerals and private celebrations such as birthday or graduation parties and showers. Fees, use guidelines and procedures vary depending on the type of events. Please refer to the appendices listed below for detailed information.

Weddings: Appendix 1

Funeral or Memorial Service: Appendix 2

Private Celebration: Appendix 3

Kitchen Use: Appendix 4

#### Non-Member Personal Events

Weddings, funerals and memorial services at the request of a staff pastor who will be officiating. Guidelines found in Appendices 1 and 2 apply.

#### 501c Organizations

Nonprofit organizations that directly further the kingdom and/or assist Crosspointe in its work of helping people make Christ the center of their lives may be given permission to use the church facility. They must be in agreement with Crosspointe's Statement of Faith and fall under the oversight of either a deacon or ministry area.

#### For Profit Organizations

Crosspointe's facilities are not available to for-profit organizations or individuals desiring to conduct business in the facility.

## Appendix 1

### What You Need to Know if You Want to Get Married at Crosspointe

Marriage is a model of Christ and the church; a picture of grace. Next to a person's decisions to follow Christ, it is the most important decision a person will make. As a result, the pastoral staff has laid out the following procedures to have a wedding performed at Crosspointe:

1. Fill out the Pre-Marital Questionnaire and meet with the pastor performing the ceremony. The date for the wedding can be put on the church calendar after this meeting.
2. Attend pre-marital counseling. Counseling consists of six sessions:
  - Session 1: Gospel and Marriage
  - Session 2: Communication
  - Session 3: Biblical Roles and How It Works
  - Session 4: Biblical Stewardship
  - Session 5: Family: Past, Present, Future
  - Session 6: Intimacy in Marriage
3. Schedule a meeting with Crosspointe's Wedding Coordinator. The wedding coordinator is for the wedding ceremony only.

To help your budget planning, the following are the expenses for a wedding (not reception) at Crosspointe:

|                      |        |   |
|----------------------|--------|---|
| Worship Center.....  | \$250* | Sanctuary with Main Floor Seating (Balcony for Photographer Only)               |
| Dressing Rooms.....  | \$100* | Bridal Lounge and Groom Green Room  |
| Sound.....           | \$150  | Required Minimum Fee  |
| Custodian .....      | \$100  | Required Minimum Fee for General Clean up                                       |
|                      | \$150  | General Clean up with use of Dressing Rooms                                     |
| Stage/Orchestra..... | \$75   | Push back the equipment (widen the center space)                                |
|                      | \$150  | Take down small instruments (not drums and pianos)                              |
|                      | \$250  | To clear the stage (grand piano remains, positioned to the side and back)       |
| Pastor.....          |        | Although there is no fee for the Pastor, it is customary to give an honorarium. |

\*Fee waived for Crosspointe Members.

A deposit of \$100 is required to take your event date from tentative to confirmed on the church calendar. Payments for facility and services are due in advance of the event.

Things to keep in mind as the wedding date approaches:

- Get your marriage license a month ahead of the wedding date.
- Bring the marriage license to rehearsal.

## Appendix 2

### Things You Need to Know About Funerals and Memorial Services at Crosspointe Church

Crosspointe Christian Church desires to partner with you and your family during this difficult time of loss by helping to craft an appropriate and God-honoring funeral or memorial service for your loved one. Below is a checklist of procedures to ensure that we are prepared to help you as best we can during this time.

1. Speak with the pastor your family would like to preside over the service. If you would like an outside pastor to preside over the service, we would still ask that you first speak with one of the pastors at Crosspointe. At this point we can also get a date on the church calendar.
2. Schedule a meeting with the pastor to go over the order of the service and to plan out any special items that you would like at the memorial service.
3. Be sure to give the contact information for our church to the funeral home that you would be working with. They will communicate their needs to us. You should not have to function as a go between for the funeral home and the church.

To help your budget planning, the following are the expenses for a funeral or memorial service (not reception) at Crosspointe:

|                |       |  |
|----------------|-------|--|
| Sound .....    | \$150 | Required Minimum Fee   |
| Pianist .....  | \$100 | You will be responsible for scheduling the date with the pianist.  |
| Soloist .....  | \$100 | You will be responsible for scheduling the date with the soloist   |
| Custodian..... | \$100 | General Cleanup - Additional fees may apply in the event of a luncheon or reception held at Crosspointe. |
| Pastor.....    |       | Although there is no fee for the Pastor, it is customary to give an honorarium.                          |

The church does not charge a rental fee.

Please Note: Any Sanctuary or Gathering Space decorations that are in place at the time of the funeral or memorial service will remain in place for your event. This also applies to the orchestra pit in the Sanctuary.

If you request that Crosspointe host a luncheon or reception following the service the cost of the event will be assumed by the family.

## Appendix 3

### Things You Need to Know About A Private Celebration

1. When you contact the church office to schedule a private event you will be asked to complete a “Crosspointe Event Request” form. This form is to be completed online.
2. A \$100 refundable deposit is required for all private events.
3. Upon completion of the Crosspointe Event Request form and receipt of the \$100 refundable deposit your event will be scheduled on the calendar.
4. Should you request the services of the custodian you will be charged for custodial services based on time and event requirements. With a minimum charge of \$100.
5. If you indicate that you will not require custodial services you will be responsible for the items listed below:
  - Opening and locking the facility
  - Setup for your event
  - Cleanup, including emptying of the waste containers, vacuuming and wiping surfaces as needed
  - All equipment, such as tables and chairs, should be returned to the location prior to your event.
  - If the space you are using would normally have been setup for a subsequent event during regular custodial hours, you will be asked to prepare the space for the next event. The church office will be responsible for providing you with setup instructions.
  - Your entire refundable deposit will be returned to you the week following your event under the following conditions: there were no damaged items and your event left the space in a condition that did not require further custodial involvement.
6. You are responsible for providing your own paper products and other decorations.
7. Please refer to Appendix 4 for kitchen use guidelines.

## Appendix 4

### What You Need to Know About Using the Kitchen

#### Crosspointe Sponsored Recurring and Special Events

All kitchen equipment is available to individuals or groups associated with a Crosspointe core ministry even. Please request training in the use of the ovens and dishwasher if you are unfamiliar with their operation.

#### Member/Regular Attender Personal Event

Private celebrations may request the use of the kitchen as a preparation or staging area. The ovens and dishwasher are available for use upon request and training.

#### “Leave No Trace”

Please remove all bags from waste containers and carry to the dumpster.

If you used the refrigerator please remove all food items.

Clean the flat surfaces that were used.

Clean and return to storage any equipment that was used.

Remove food debris from sinks and clean.

Wipe any floor spills.

Place used hand towels in the container labeled for that purpose.

## Appendix 5

### Use Guidelines for Crosspointe Sponsored Recurring Events and Crosspointe Sponsored Special Events

Any time a core ministry event takes place in a given space the ministry team is responsible for picking up and putting away any items directly related to ministry that were used during your event. An example would be toys, activity books, teaching materials. Please notify the Crosspointe custodian if special cleaning needs arose during your event such as spills that require carpet cleaning.

The office will notify you if the timing of your event is such that custodial services will not be available before the next use of the space. An example of this would be a Friday or Saturday evening event in a room that will be used Sunday morning. In this case the individual or group responsible for the event will be asked to prepare and set up the space for the next event. The office will provide you with room set up instructions. It is also expected that the space(s) will be vacuumed if needed, surfaces cleaned and waste containers emptied. Questions that arise should be referred to the church office who will direct them to the appropriate staff or ministry person.

Although ministries of the church are not required to place a deposit for facility use, if exceptional custodial attention is required after a ministry event that ministry may be charged a \$100 custodial fee to offset expenses incurred.

The BUNN coffee maker in the Gathering Space may be used during Crosspointe sponsored events. Please follow the posted instructions.

#### Bus Use

Use of the bus must be requested and scheduled on the calendar.

Only authorized drivers may be used.

The bus should be left in "ready to use" condition for the next event. Please pick up debris and clean.

Report any mechanical concerns to the church office.

Refuel the bus upon your return from the event.

The bus is not available for private events.



