



Policy of The Community Church of Sebastopol

Title: Facility Use Fee Policy

Affected body: Congregation

Approved by: Leadership Council

Date Approved: March 20, 2019

To Be Reviewed: As needed

Date last Reviewed: None

Date this version proposed: March 20, 2019

Proposed by, representing: Benjamin Broadbent,
Lead Minister

Purpose & Background: While renting the facility is a significant source of revenue, Community Church is a non-profit organization which seeks to share its facility in ways that serve its members, enhance the ministry of the church, and support wider community events. This policy outlines the process of determining what fees, if any, apply for facility use.

Policy: The Leadership Council authorizes the Congregational Administrator to make decisions about scheduling events in the facility and which fees may or may not apply. As necessary, the Congregational Administrator will consult with the Lead Minister, members of the Leadership Council, other staff team members, and other church leaders.

Considerations:

- All uses of the facility should be well-coordinated with consideration toward providing a safe, usable, well-maintained, and attractive physical plant.
- The Congregational Administrator shall maintain a Facility Use Fee Schedule and apply fees according to various types of one-time events and on-going programs.
- Facility fees shall not apply to church ministry programs.
- To defray basic administrative, custodial, or utilities costs, nominal fees may apply to church members hosting non-church events.
- Below market rate fees will apply for non-profit events.
- Market rate fees will apply for businesses who may only use those facilities zoned for for-profit use.
- Weddings and funerals are covered under separate guidelines.

Procedural Steps:

The Congregational Administrator shall communicate this policy through the church's newsletter and by posting on the church's website.