

BUILDING USE GUIDELINES

Cornerstone Alliance Church

Cornerstone Alliance Church is an integral part of the district, national, and worldwide fellowship of The Christian and Missionary Alliance and is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

The use of the church facility must be consistent with the above statement and must not violate Cornerstone's or the Christian Missionary Alliance's Statement of Faith.

1. The first step is to determine if the event will violate the above statements. Contact the church office and/or Administrative Pastor for initial approval.
2. The second step in scheduling a ministry, wedding, or community event at CAC is to contact the church office or go online to www.marioncma.org/comingevents.html (calendar events tab) to see if your date is available on the church calendar.
3. Requests will be processed on a first-come first-serve basis. We suggest scheduling weddings at least 4-6 months in advance and all other events up to 6 weeks in advance if at all possible. Short-notice requests will be given as much consideration as possible, and events directly connected to CAC will be given priority.
4. If the date is available, complete the building use form as soon as possible. Events are not placed on the calendar without a completed form. You will be given a copy of the building use guidelines and other appropriate information after your event is approved.
5. For weddings and receptions: When your form is returned, the office secretary will make a copy of your form to pass on to Cornerstone Alliance Church's event coordinator. The senior pastor or administrative pastor will be asked to provide official approval.
6. If your event is not a ministry of CAC, such will be reviewed by the trustee chairman, administrative pastor and/or the senior pastor for approval. For larger events may consult the governing board for approval. Buildings are scheduled on a "free will" offering basis.
7. If your event is a ministry of CAC, you will be notified by email that your event is approved.
8. For all events other than ministries of CAC, the event coordinator or administrative pastor will contact you to set up a time to get together and review the church use form and discuss any necessary details related to the event.
9. Once your event is approved, the event coordinator will contact the necessary personnel (trustee chairman, technical director, custodian, etc.) that will need to be involved in your event.
10. No alcohol or tobacco products may be used on our church campus.

11. **Please carefully read your church use form** so as to note any deposits or insurance riders that may be required for your ministry or event.
12. For weddings and receptions, please use birdseed only. Rice is not permitted. Please do not throw birdseed inside the building, and please take the time to sweep up all birdseed from the sidewalk and covered driveway after the wedding.
13. The worship center is to be cleaned and vacated by 7:00 P.M. when the facility is being used on Saturdays unless special arrangements are made. This frees us to prepare for weekend worship gatherings on Sunday. We also request that weddings that include a reception to follow in the worship center begin no later than 3:30 P.M. on Saturdays.
14. Any use of decorations requires checking first with the event coordinator for approval. Wall decorations in the worship center are not permitted. Regretfully, deposits will not be returned if this guideline is not honored.
15. Only dripless candles are to be used for weddings etc. The one possible exception is the unity candle used for weddings.
16. No equipment on the stage in the worship center is to be moved without the approval of the technical director.
17. When using classrooms, please follow any posted guidelines and return the room to the set up and condition it was in before using it.
18. Foods and drinks containing red or purple dye are not to be used due to the stains they create. Regretfully, deposits will not be returned if this guideline is not honored.
19. Set up and tear down for ministry events, other than those that involve the worship center, are the responsibility of the church custodian.
20. Set up and tear down for all community events and ministry events involving the worship center are the responsibility of the person who signs the church use form. Our custodian, head trustee, or one of our trustees will be available as needed at set-up and tear down to provide assistance or specific instructions.
21. All church property is to remain on the Cornerstone Alliance Church campus unless release is approved by the trustee chairman or administrative pastor.
22. The deposit is refunded if the Building Use Guidelines are followed, the facility is restored to its condition before the wedding/reception, and no funds are needed to repair any damage that might be done. Refunds are at the discretion of the trustee chairman or administrative pastor.
23. The purpose of these guidelines is not to restrict ministry or community activity. It is truly our intention that these guidelines help us to serve you better and insure that this facility can be available for many for generations to come.