



FACILITY RENTAL USAGE POLICY

Cornerstone Fellowship Baptist Church
Rev. Dr. Donald E. Dunnigan, Sr., Lead Pastor
80 W. Lea Blvd | Wilmington, DE 19802

We Welcome You!

Thank you for your interest in the rental of our facilities here at **Cornerstone Fellowship Baptist Church (CFBC)**. Our space is available for weddings, meetings, receptions, etc. Reservations are accepted, on a first-come, first-served basis, and can be taken up to six (6) months in advance. To reserve a space, you must complete and submit to the Rentals Team, the [Facility Rental/Usage Application](#). Upon approval, you will then be directed to complete and submit the *Facility Rental/Usage Agreement*.

To determine if your proposed date is available for use or if you have any comments, questions, and/or concerns, feel free to contact the **Administration Office** at (302) 762-9601 or send an email to the **Rentals Team** at rentals@cornerstonefbc.org.

WE CAN'T WAIT TO PARTNER WITH YOU TO MAKE YOUR EVENT A RESOUNDING SUCCESS!

CFBC MISSION

The mission of Cornerstone Fellowship Baptist Church (CFBC) is “To Make Disciples.” We endeavor to provide services for our members and outreach programs for the community at large.

When possible and appropriate, we will make our facilities available to recognized groups in our community provided that the use of the facilities is appropriate, and the timing does not conflict with prior scheduled activity and/or use of the facilities by the CFBC congregation.

Use of the facilities will be on a contractual basis and must be approved by the Chairman of the Board of Trustees or his/her designee. The fees for use of the facilities are outlined in this application and agreement. In addition to the rental fees, the renting party will be responsible for providing a damage/clean up deposit, which will be returned, provided that the facilities are cleaned and remain in the same condition as they were prior to use.

All users must adhere to the following policies and procedures:

DAMAGE DEPOSIT

Lessee shall deposit with CFBC a Damage Deposit, payable either via **Certified Funds**, payable to *Cornerstone Fellowship Baptist Church (CFBC)* or electronic debit via PayPal, in the amount of **\$200.00** at the time that the application is submitted. Should your request for date/time not be approved, this payment will be returned.

Should your event be approved, this amount shall be retained by CFBC as liquidated damages in case of any failure by the lessee to adhere to the rental agreement. If the lessee adheres to all rental agreements; the facility is cleaned to the satisfaction of the Building Manager; and sustains no damages, the damage deposit shall be returned to the lessee upon termination of the rental agreement.

If any damage is done to the facility and/or the surrounding property, the lessee shall pay for all damages in full. If the damage deposit does not fully cover the cost of repairing the damage, the lessee shall submit to CFBC payment in the amount of the difference, payable by Certified Funds, immediately upon request.

RENTAL FEE

The cost for renting CFBC facilities ***ONLY****, is a flat fee that covers four (4) hours, with a fee of \$200/per hour (or portion thereof) for every additional hour as follows:

- **Lobby Level:** \$800
- **Fellowship Hall:** \$800
- **Lobby Level + Fellowship Hall:** \$1,600

Rental fees must be paid in full, no later than seven (7) business days prior to the event and can be paid by Certified Funds or electronic debit via PayPal.

**There is a separate fee to cover support from our AV, Music, and/or Security Ministries*

ADDITIONAL FEES

The cost for utilizing support of CFBC Ministries is available at an additional flat fee cost, that covers **four (4) hours**, with an additional fee, per per/per hour (or portion thereof) for every additional hour as follows

- **Audio Visual***
 - *Standard Events*
 - Management, (i.e., mics, sound, projector/screens): \$100/per person, per 4 hours (1 member required)
 - Management + Recording (i.e., mics, sound, projector/screens and copy of recording of the event**): \$125/per person, per 4 hours (2 members required) -
 - Management + Streaming (i.e., mics, sound, projector/screens and streaming through CFBCs YouTube Channel): \$125/per person, per 4 hours (3 members required)
 - Combination of All Three (3) Offerings, (Streaming, Recording, & Management±): \$175/per person, per 4 hours (3 members required)
 - Additional Time: \$50/per person/per hour (or portion thereof)

Funeral/Home Going Celebrations

- Management, (i.e., mics, sound, projector/screens): \$100/per person, per 4 hours (1 member required)
- Management + Recording (i.e., mics, sound, projector/screens and copy of recording of the event*): \$125/per person, per 4 hours (2 members required)
- Management + Streaming (i.e., mics, sound, projector/screens and streaming through CFBCs YouTube Channel): \$125/per person, per 4 hours (3 members required)
- Combination of All Three (3) Offerings, (Streaming, Recording, & Management): \$175/per person, per 4 hours (3 members required)

- Reception (this is in addition to the service offerings above, covers four (4) hours and includes mics, sound, visual effects): \$50/per person (2 members required)
- **Music Ministry:**
 - *Keyboardist/Organist:* \$150/per 4 hours
 - *Drummer:* \$150/per 4 hours
 - *Bassist:* \$150/per 4 hours
 - *Additional Time:* \$50/per person/per hour (or portion thereof)

**The stated number of members required is the minimum needed to provide the service. However, additional team members may be required based on the size and specific needs of the event. **Will require the submission of an SD Card of at least 128gb. In lieu of providing one, CFBC can provide one at an additional cost of \$15. ± Will require the submission of Thumb Drive, of at least 16gb. In lieu of providing one, CFBC can provide one at an additional cost of \$10.*

AFTER SUBMISSION OF APPLICATION

Upon receipt of the application, the Rentals Team will confirm availability and in turn forward the request and application to our **Board of Trustees** (BOT), who have the final say-so on whether an event can/cannot take place.

Should the BOT decide that the event cannot take place, you will be notified and your damage deposit returned to you. Should the BOT approve your request, you will be notified, the completion and submission of the [FACILITIES USE REQUEST FORM](#) will be requested, and your event will be placed on the CFBC calendar.

We will work with you to schedule a Final Walk Through and receipt of final payment, which is typically done one (1) week (during normal business hours) prior to your event.

MUSICAL INSTRUMENTS

Musicians will have access to the **SANCTUARY ORGAN ONLY**. Access to the piano, keyboard, and drums are denied unless prior approval is requested and granted by CFBC's Minister of Music and the Board of Trustees.

CAPACITY

The approximate capacity for each area is as follows:

- Sanctuary: 461 persons
- Fellowship Hall: 357 persons

It will be the responsibility of the lessee to ensure that occupancy does not exceed maximum capacity. Exceeding maximum capacity will result in immediate termination of the event and loss of deposits.

SMOKING

CFBC is a smoke free environment. Smoking is prohibited throughout the building. Anyone seen smoking in the building will be asked to leave the premises.

FOOD AND BEVERAGES

Food and beverages are to be consumed in designated areas only. No alcoholic beverages are permitted on the premises. Any violations of this policy will result in immediate termination of the event and loss of all deposits.

PROGRAMS/ENTERTAINMENT

Programs and entertainment will conform to basic religious standards. Music containing suggestive lyrics, "Gangsta Rap," sexist or profane language, demeaning language pertaining to sex, race, religion and/or ethnicity is strictly prohibited.

PARKING LOT

Off-street parking is available at the rear of the building. The parking lot will accommodate approximately ninety (90) vehicles. In addition, there is limited on-street parking in the general area of the church. However, CFBC will not assume any responsibility for incidents that occur in the parking lot or on the street, (i.e., thefts from vehicles, theft of vehicles, etc.)

SECURITY AND LIABILITY

CFBC will not assume responsibility for the damage and/or loss of any merchandise or articles left in the building prior to, during, and/or following the event. In the instance that valuable items are to be left in any area of the building, it is recommended that security personnel be hired.

PROOF OF INSURANCE: FOR CATERED EVENTS

Caterers must show proof of insurance **along with a rider insuring Cornerstone Fellowship Baptist Church on the date(s) of the event**. The insurance rider must name Cornerstone Fellowship Baptist Church as the insured and shall insure CFBC against any liability for injuries sustained by individuals attending the events.

Insurance shall be in the minimum amount of ***\$100,000.00 per person*** and ***\$300,000.00 per event***. Otherwise, the Lessee must prove to CFBC that it has general liability insurance that would protect CFBC from any such claims in the minimum amount of ***\$50,000.00 per person***.

Proof of insurance in the amounts as stated above must be presented to CFBC no later than fourteen (14) business days prior to the event

VIOLATION OF THE AGREEMENT

Any violation of the terms of this agreement may result in the event being terminated and all fees and deposited forfeited.

ASSIGNMENT AND SUBLETTING

Lessee shall not assign this agreement or sublet any portion of the premises without prior written consent of Lessor.

POLICY UPDATES AND LESSEE RESPONSIBILITY

This rental policy is subject to change at any time, with or without notice. It is the responsibility of the lessee to ensure they are operating based on the most current version of the policy. The latest version will always be available on our website or by contacting the Rentals Department directly.

INDEMNIFICATION AND HOLD HARMLESS STATEMENT

The Lessee shall agree to indemnify and hold harmless CFBC for any and all liability arising from the use of CFBC's facilities by the Lessee and any of its members, guests, or invitees.

PLEASE NOTE!

NO advertising of the proposed event – printed, electronic, media, etc., is permitted until you have received approval of the event by CFBC's Rentals Team.