

Crossroads Community Fellowship
Facilities Use Guidelines
717-626-0774

The following guidelines have been approved by the CCF Leadership for the use of the CCF facilities by the membership and other functions as requested by persons outside the congregational membership.

- A. Use by church member and/or regular attendees for Weddings, funerals, family gatherings, etc. please contact the administrative assistant. The administrative assistant will then inform other persons who need to be aware of the request.
- B. Persons outside the congregation who request use of the church facilities should contact the administrative assistant. Questionable requests from persons outside the congregation need to be reviewed by the Pastoral Ministry.
- C. Rates and suggested donations please see attached rate sheet.
- D. Specific guidelines for weddings – auditorium
 1. Plans for all wedding services whether member or non-member shall be discussed with the Lead Pastor.
 2. When the issues of divorce, remarriage, or persons who have not made a commitment to the Lord are involved, a meeting with the lead pastor is required.
 3. A church representative must be present to operate the public address system. This includes rehearsal as well as the wedding.
 4. Rice, confetti or other items used for celebrations are strongly discouraged and are not permitted inside the building. Additional charge of \$50.00 will apply if not cleaned up adequately.
- E. Specific guidelines for wedding receptions
 1. Administrative assistant shall inform kitchen committee as soon as possible of a request for a wedding reception.
 2. Kitchen committee representatives will work with the couple in planning for the meal. Special seating arrangements, menu, special activities, meal cost, etc.
 3. Kitchen committee requires a deposit one week prior to date of wedding to help defray the accumulated food expense. This deposit would be refundable as long as food has not been purchased.
 4. Alcoholic beverages are NOT permitted on the church premises.
 5. Outside catering services are allowed with approval from the kitchen committee.

Crossroads Community Fellowship
Application for Rental of Facility

Name of
Organization/Person _____

Address _____

Phone Number _____

Contact Person _____

Date of Intended Use _____

Time Needed – Beginning _____ Ending _____

Type of Function _____

Facility Requested -

Auditorium - _____

Instruments removed from stage _____

Kitchen - _____

Basement - _____

Signature of Person Requesting Facility –

Signature Date

Signature of Person Responsible for Payment

Signature Date

Other information you feel necessary to provide to us:

Please return completed application to:

Crossroads Community Fellowship C/O Kim Brubaker
1060 East Newport Rd. Lititz PA 17543

Crossroads Community Fellowship
Rate Sheet for Facilities Use

Weddings and Funerals

A. Members and regular attendees:

1. Auditorium – by donation
2. Basement – by donation
3. Kitchen – by donation

B. Non-Members

1. Auditorium - \$300.00
Sound technician - \$15.00 per hour
Custodian - \$ 15.00 per hour
Church cleaning - \$80.00
Instruments removed from the stage - \$75.00

A custodian is required to be present when a non member is using the church.

2. Basement - \$150.00
Partition removal \$100.00
Custodian - \$ 15.00 per hour
Church cleaning - \$ 80.00

A custodian is required to be present when a non member is using the church.