



**COSC Building Use Policy**  
December 1, 2024



**SUBJECT.** Building Use Policy for Christ Our Shepherd Church

**OVERVIEW.** This policy documents COSC's building usage.

**PURPOSE.** The purpose of this document is COSC's policy on building usage by internal and external occupants.

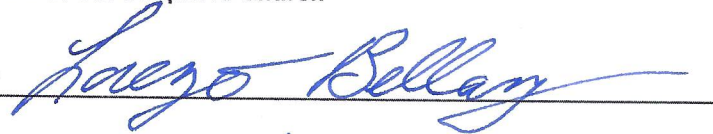
**SCOPE.** This policy applies to all building usage.

**EFFECTIVE DATE.** 12/01/2024

**EXPIRATION DATE.** 11/30/2026

**FREQUENCY OF REVIEW.** This operational policy is formally reviewed by the Diaconate and/or COSC Policy Workgroup bi-annually, and as required, in accordance with policy changes.

Lorenzo Bellamy  
President,  
Christ Our Shepherd Church

  
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Date 12/18/24

Version Number	3.0
Effective Date	12/01/2024
Author	Khari Grant - Deacon
Owner	Diaconate
Approver	COSC Policy Workgroup
Required Approver	Lorenzo Bellamy

**DOCUMENT HISTORY**

Version	Date	Author	Description
2.0	11/14/2023	Khari Grant	Complete rewrite of policy
3.0	12/1/2024	Khari Grant	Update of "Acceptable Events"

## 1.0 PURPOSE

The policy is establishing guidelines and rules around proper usage of the Christ Our Shepherd building (now known as “The building”) during and off-service hours.

## 2.0 ROLES AND RESPONSIBILITIES

The COSC Building Manager has a key responsibility in enforcing the policy for any patron or organization using the building.

## 3.0 OVERVIEW AND SUMMARY

This policy outlines the types of uses of the COSC building, the appropriate use of the building and the expectations of the key people.

## 4.0 BUILDING USAGE POLICY

### TYPES OF EVENT/ACTIVITIES FOR BUILDING USAGE

- COSC Church-related functions
- Partnering Church services and functions
- Congregant use
- Community functions
- Weddings
- Funerals/Memorials
- Childcare services, in accordance with District of Columbia regulations
- Additional functions as approved by the Diaconate

### GENERAL BUILDING DESCRIPTION

#### Building Seating Capacity

- The **Sanctuary** seats 400 people (including the two balconies).
- The **Fellowship Hall** on the entrance level is divided into three sections by the pocket doors and storage cabinets which accommodate several space layouts. Total seating capacity is 75 people.
- The **Children’s Area** (basement) is comprised of three rooms and one open space that has dividers for optional layouts and totals approximately 1,835 square feet.
- Total seating capacity is per the District of Columbia guidelines, the exception being for church use.

#### Equipment

- **Non-Electronic Equipment:** COSC (non-electronic) equipment may be used with the expressed permission and oversight of the COSC Building Manager. This includes all folding tables, chairs (foldable and non-foldable), lecterns, etc.

- **Electronic Equipment:** COSC electronic equipment may not be used by anyone who is not authorized by the Building Manager. This includes the sanctuary sound and video systems, the cameras, stage lights, portable TV, projector, music equipment, kitchen pantry appliances and equipment, etc.

### **Building Floors**

- **Sanctuary (Upper Level):** This floor includes the Audio/Visual booth, adjustable congregational seating, music booth, Healing Prayer rooms, pulpit, entrance to/from lift, and two balcony areas.
- **Fellowship Hall (Entrance Level):** This floor includes the entrance to the Children's Area, entrance to/from the lift, a second secure entrance to the Sanctuary, the entrance to the Fellowship Hall, the kitchen pantry, Men's/Women's bathrooms, conference room and entrance to Administrative Office.
- **Children's Area (Basement):** This floor is where there are three separate rooms, glass dividers for the open areas and an emergency exit.
- **Administrative Office (Entrance Level):** This area contains its own entrance off Independence Ave, a separate entrance to the Fellowship Hall, the conference room, and various administrative offices of COSC.

### **Kitchen Pantry**

The pantry is compact and equipped with a refrigerator/freezer, microwave, and sink. This is not a full kitchen, and for fire code reasons, it may not be used for cooking. Please do not bring in any electrical cooking appliances.

### **Parking**

We do not have a parking lot. Therefore, all parking is on the surrounding streets.

### **Accessibility**

We do not currently have an installed ramp for wheelchair access to the building on the North Carolina Avenue side. COSC has removable ramps for access at the request of the Building Manager. The building is equipped with a lift between the entrance level and the sanctuary level.

### **Telephone**

There are no phones available in the Fellowship Hall. The only phones are in the Administrative Offices.

### **Wi-Fi**

COSC has wi-fi access and is available by request to and with the approval of the **Building Manager**.

### **Alarm System**

The **Building Event Supervisor** (usually the COSC Building Manager) will deactivate the alarm system for the event. However, the Administrative Office will

remain armed and off limits. Please obey NO ADMITTANCE signs or the alarm to that area will be triggered.

### **First Aid**

A first-aid kit and fire extinguishers are located in the kitchen pantry. A fire extinguisher is also located in the sanctuary. Please call 911 in case of a serious emergency. The building is not equipped to care for serious injuries or health complications and COSC does not have an in-house medical professional.

## **CONGREGATIONAL USE**

COSC provides limited availability for Congregants to use the building for limited activities, free of charge. Examples include, but are not limited to, homeschool activities, small gatherings, training sessions, Quad gatherings, etc. Availability is limited to existing usage of the building, construction in the building, time of day or other factors at the determination of the Diaconate.

Any Congregant must contact the COSC Office with their proposal for consideration.

## **LEASING**

### **Leasing Agreement**

COSC may, at the approval of the Eldership and Diaconate, lease the building to individuals or organizations for negotiated periods of time. Any interested Tenant must contact the COSC office and the Building Manager. The potential Tenant must receive and execute a **Leasing Agreement** between COSC and the Tennant.

After successfully executing the COSC Leasing Agreement, the Tenant will adhere to the conditions listed in the agreement.

## **EVENTS ORGANIZATION**

### **Acceptable Events**

The following is a list of events that COSC allows in the building. These events are listed in the order of priority given in scheduling:

1. COSC events that involve the entire congregation
2. COSC meetings and ministries
3. Weddings (see: Wedding Policy)
4. Funeral/Wakes (see: Funeral Policy)
5. Other external ministries
6. Other events as approved by COSC
7. Any use of the building that involves fundraising must benefit a charity approved of by COSC

### **Scheduling Events**

To schedule an event, the **Event Organizer** (person or organization) should contact the church office to obtain an **event application form** from the Building Manager. Only after the application is approved (and assuming there is no conflict with other scheduled events) will the event be placed on the church master schedule.

### **Event Fees**

There is a one-time \$250 Cleaning Fee for all events that is due by no later than the beginning of the event, paid to the Building Manager. COSC will request this to be paid in cash and the Building Manager will pay this directly to the Janitor.

In addition, there is a Building Manager Set-up Fee and an Event Fee which varies, depending on the event and whether or not it is organized by COSC. These other fees may be paid by cash or check. Please refer to the Fee Schedule on the **Event Application Form**.

### **Other Event Application Requirements**

Ministries and community groups from outside COSC must include the following with their application:

- A copy of the group's certificate of insurance
- A copy of the group's mission statement

### **Supervision**

1. Each event shall be assigned a **Building Event Supervisor** from COSC. The supervisor will be on the property for the entire event.
2. Be responsible for opening/closing the building, including deactivating/reactivating the alarms.
3. Control heating/air conditioning settings.
4. Be responsible for overseeing clean-up of building at the conclusion of the event and that all decorations be removed by the Event Organizer.
5. Be the authority for building use during the event. This includes:
  - a. Overseeing activities allowed during the event
  - b. Restricting activity to area(s) requested
  - c. Enforcing rules of conduct and usage
  - d. Providing general oversight of the event as related to use of the building.

### **Conduct and Usage Responsibilities**

1. The **Event Organizer** will be responsible for the conduct of all people who are a part of their event.
2. The building will be used only for the intended purpose of the event as stated on the application form.

3. Any damage incurred by the group will be repaired or replaced at the group's expense.
4. All groups must clean and return the building to prior conditions. See clean-up checklist.
5. No profanity is allowed; use of profanity may mean expulsion from the building.
6. Smoking and chewing tobacco are not allowed on the church property.
7. No alcoholic beverages are allowed at any event, including wedding receptions.
8. Marking on walls with paint, ink markers, etc. is not allowed. Any posters, signs, banners may be hung only with the permission of the Building Manager.
9. Throwing rice or birdseed is not allowed inside the building. Only bird seed is allowed, only outside the building, for weddings.
10. Fireworks and guns are not allowed on the church property.
11. In consideration of our neighbors, noise levels must be carefully monitored. No amplified sound systems may be used after 10 pm.

### **Smoking and Alcoholic Beverages**

Smoking and consumption of alcoholic beverages is strictly prohibited from being used on COSC premises at any time. This includes any usage outside on COSC grounds.

### **Childcare**

- Event Organizers must provide their own childcare.
- Groups must have no more than eight children for each childcare attendant. (This ration will be at the discretion of the Diaconate for COSC events and members.)
- Childcare attendants must be at least 15 years of age.
- One childcare attendant must be a supervising adult (21+ years of age).
- A supervising adult must always be present in the childcare area. This person is responsible for maintaining the safety and safe conduct of children.

### **Special Arrangements**

The **Event Organizer** must contact the **Building Manager** at least six weeks before an event if any special arrangements not addressed in this policy are required. Only the Diaconate has the authority to make exceptions to these policies.

### **Personal Items/Valuables**

COSC is not responsible for any damage to personal property, automobiles, or theft of damage to property in automobiles around the church property. All should take care to avoid leaving unattended purses, clothing, or any other valuables unattended in their cars, inside or outside the building.



### **Setting Up and Cleaning**

The **Building Manager** can coordinate setting up the Fellowship Hall for an event if the **Event Organizer** supplies a set-up sketch at least one week before the event. The **Event Organizer** is responsible for any decorating and for cleaning up. COSC provides cleaning supplies, but Event Organizers are expected to bring their own dish towels, if needed, for example.

### **Kitchen Pantry**

COSC makes available the following for use at events: coffee pots, acrylic pitchers, punch bowls, ladles, knives, serving utensils, and plastic serving platters. The Event Organizer must supply anything else needed for their event including tablecloths, paper products, flatware, etc. **Event Organizers** are responsible for washing and drying all COSC items used and returning the pantry to its original state. All food brought in must be removed from the pantry immediately after the event. Food left in the pantry will be thrown out.

### **Food and Beverage Limitation**

Food and beverages are only allowed in the Fellowship Hall area on the entrance level. No food or beverage is allowed in the Sanctuary or Children's Area (basement) without expressed permission by the **Building Manager**. Food and beverage use in the yard on the North Carolina Avenue side of the building must be approved by the **Building Manager**.

### **Decorations**

Decorations may be used if they do not cause damage to the walls, structures, tables, or chairs. Decorations must be removed immediately after the event. No nails, tacks, or long-lasting adhesive tape (e.g., Duct tape, PVC tape, etc.) are permitted. Candles are also not permitted.

### **Yard – North Carolina Avenue**

Any signage, furniture or other external use must be approved by the **Building Manager** and removed by the **Event Organizer** after the event.

## **EVENT APPROVAL**

The Diaconate shall review all events and activities submitted by a requestor (Event Organizer). The Diaconate shall request guidance from the Elders as appropriate and needed. Primary communication with the requestor (Event Organizer) will be via the Building Manager. The Building Manager will coordinate to receive all appropriate documentation and execution signatures on relevant documentation.

Documentation may include, but not limited to:

- Event Application Form
- Liability Waiver Form
- Tenant Lease Agreement
- Requisite Insurance Policies
- Additional documentation, as needed



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