

**Policy #**  
BFN-003


**Effective Date**  
March 20, 2022


**Purpose**  
To offset operating expense costs when outside organizations utilize CrossWay Baptist Church's facilities

**Scope**  
This policy applies to funds freely given to CrossWay Baptist Church in lieu of a use fee by organizations or individuals that have used the facilities for private or third-party functions.

**Policy**  
When an individual or organization uses facilities for private or third-party functions, they often express their appreciation through a monetary donation. When such donations are given to CrossWay Baptist Church with no other designations on the donated funds, the church staff may allocate a portion of the funds to offset building operating supplies. This amount should be a reasonable estimate of the increased usage of supplies and utilities costs incurred by the hosted function, but no more than half the total donated amount.

**Signatures**

  
Chairman, Board of Elders 3-21-22  
date

  
Clerk 3/21/22  
date