



## **FACILITY USE POLICY**

### **Facility Purpose Statement**

The Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Church property is consecrated and set apart to worship God (Col. 3:17), and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, the Church makes its facilities available to approved members and non-members on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The Church's facilities may not be used for activities that contradict, or are inconsistent with, the Church's beliefs, as summarized in the Church's statement of faith. This restricted facility use policy is necessary for two reasons. First, the Church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, the Church must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used in a way that contradicts the Church's statement of faith would have a severe, negative impact on the message that the Church strives to promote and could cause confusion and scandal to Church members and the community. Therefore, only events that are consistent with the Church's religious beliefs, as determined by the Church Council, shall be permitted.

### **Approved Users**

The Church Council must approve all Church facility use requests. Priority shall be given to Church members and Church-sponsored groups or activities.

In the Church's sole discretion, Church facilities may be made available to members and non-members or outside groups (the "User") meeting the following qualifications:

1. The User must affirm that the planned facility use does not violate the Church's faith and practice.
2. The User must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The User must agree to abide by the Church's rules of conduct for facility use, as stated below and as described in any additional instructions by Church staff.
4. The User must take responsibility for the facilities and equipment used.

### **Event Requests and Scheduling**

Facility use requests shall be made to the Church Council by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the Church Council approves the use.

## **Fees**

Use of Church facilities is subject to the security deposit and the nonrefundable maintenance fees listed in the Church's Facility Use Agreement, which may be waived in the Church Council's sole discretion. All fees charged are for the express purpose of recovering costs associated with ministering to users by making our church facility available and not for the intent of making a profit.

## **Facility Use Guidelines**

1. Users may only enter and use those areas of the facilities that have been reserved.
2. Food and beverages are restricted to certain areas, per the discretion of the Church Council.
3. No alcohol may be served or consumed on church property.
4. Smoking is prohibited in any indoor Church facility or within 15 feet of any door or window.
5. Sex-specific changing areas, restrooms, and showers are to be used by members of the designated biological sex only.
6. Church equipment must be returned to original placement, unless arranged otherwise prior to the event.
7. All lights must be turned off and doors locked upon departure.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.

## **Insurance**

For all non-Church-sponsored events, the User must obtain liability insurance coverage in the amount of \$1,000,000 naming the Church as an additional insured. The User must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

## **Church Facility Reservation Request and Agreement**

Name:

Address:

Phone Number:

Email:

Website:

**Please state whether you are a:**

- ☐ Church Member ☐ Church-Sponsored Ministry ☐ Non-Member  
☐ Non-Member Group/Organization

For non-member groups, please state the organization's name, purpose and mission:

Requested date: \_\_\_\_\_

Requested time: \_\_\_\_\_

Describe the proposed event/activity:

Estimated number of attendees:

**Rooms needed (check all that apply):**

☐ Sanctuary   ☐ Flex Room   ☐ Classroom (#\_\_\_\_)   ☐ Kitchen   ☐ Fellowship Hall   ☐ Parking Lot

Equipment, room set-up, or A/V needs:

\_\_\_\_\_ All Food Pantry areas, shelves, equipment, refrigerators and freezers are off limits.  
(initial)

**Wedding Addendum:**

The Church believes marriage to be a religious institution. All weddings held on Church property must conform to the Church's "Statement of Marriage Policy," which is available upon request.

If you are requesting use of the Church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride, groom, and officiant:

Bride:

Groom:

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I (the User) affirm that:

\_\_\_\_\_ (initial) I understand that the Church does not allow its facilities to be used in a way that materially conflicts with its faith.

\_\_\_\_\_ (initial) To the best of my knowledge, the purpose for which I am requesting use of the Church's facilities will not contradict the Church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware of to Church staff.

\_\_\_\_\_ (initial) I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Church Council's approval, which is conditioned in part on my agreement to the requirements in this "Church Facility Use Policy," a copy of which I have read and understood.

\_\_\_\_\_ (initial) I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$1,000, a certificate of insurance for at least \$1,000,000 of coverage, and any other fees required by the Church.

\_\_\_\_\_ (initial) I understand that I will be responsible for any damages to the Church facilities resulting from this proposed use of facilities.

\_\_\_\_\_ (initial) I understand that the Church believes disputes are to be worked out between parties pursuant to Matthew 18 and 1 Corinthians 6, without recourse to the courts. Accordingly, I agree to attempt resolution of any disputes through Christian mediation.

Name: \_\_\_\_\_

Date: \_\_\_\_\_