

Church Facility Use Policy

Purpose Statement

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's bylaws, policies, and statements of faith. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The elders, or their official designee, are the final decision-maker concerning use of church facilities.

This policy applies to all church facilities and property, including buildings, land, vehicles, and is not limited to the church sanctuary.

Approved Users and Priority of Use

The elders, or their official designee, must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.

3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and 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.

Facility Use Hours

Facilities are available between the hours of 10 a.m. and 4 p.m. Use outside these hours may be approved by the elders or their official designee.

Scheduling Events

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

Fees

Use of the church auditorium is subject to a fee of \$800. Use of the church dining hall is subject to a fee of \$500. Church members are not required to pay a fee for usage; however members will be charged a cleaning fee of \$100 for the auditorium and \$100 for the fellowship hall. There is also a \$15 per hour fee for opening and closing the facility, monitoring, and personnel time in the sound room.

Facility Use Guidelines

1. No alcoholic beverages are permitted in church facilities.
2. No dancing is permitted in church facilities.
3. No instrumental music, recorded or otherwise, is permitted in church facilities.
4. No real flower petals may be dropped on the carpets.
5. A protective covering must be used under all candle stands or other objects that might drip on or soil the carpet.

6. All food and food containers must be provided by group unless prior arrangements are made with church staff.
7. No smoking is permitted in church facilities.
8. Groups are restricted to only those areas of the facility that the group has reserved.
9. All food and beverages are restricted to the dining hall.
10. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
11. 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.
12. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.

Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$500. The user must also sign the “Church Facility Reservation Request and Agreement.”