

Applegate Community Church Use of Facilities 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 glory to God. 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 constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The board of elders will render final decisions concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice (2 Cor 6:14; 1 Thess 5:22).

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities.

Approved Users and Priority of Use

The board of 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.

Scheduling Events

Facility use requests shall be made to the board of elders by submitting the “Church Facility Reservation Request and Agreement” form to the church secretary. The event will be reserved and placed on the church calendar upon final approval.

Fees

Use of church facilities is subject to a use and maintenance fee in the amount determined sufficient by the board of elders for the upkeep of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities is derived from their generous giving.

Facility Use Guidelines

1. No alcohol may be served in church facilities, nor is the use of any mind altering drug allowed on the premises.
2. Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to those areas of the facility that the group has reserved.
4. Church equipment, such as tables and chairs, must be returned to original placement, unless otherwise arranged prior to the event.
5. All lights must be turned off and doors locked upon departure.
6. Clean-up of the facilities is the responsibility of the users.

Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage, unless otherwise approved by the board of elders. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Church Facility Reservation Request and Agreement

Name or person or organization requesting use of facilities: _____

Please state whether you are a:

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

Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization’s purpose and mission: _____

Please list the organization’s website, if any: _____

Please list the names of the organization’s office-holders and leaders: _____

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities: _____

What dates and times are you requesting to use the facilities? _____

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups promoting beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church 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 to church staff.
3. 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 approval of the board of elders, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name

Date

