

## **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 opening doors to share the Gospel of Jesus Christ.

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 covenant, constitution and by-laws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The elders are the final decision-makers 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 Thes. 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, regardless of whether the facilities are connected to the church's worship center, because the church sees all of its property as holy and set apart to worship God (Col. 3:17).

### **Approved Users and Priority of Use**

The elders 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, included in this document.
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**

For non-members and outside groups, the facilities are only available between the hours of 7:30 a.m. and 4:30 p.m. (Monday - Thursday).

## **Scheduling Events**

Facility use requests must be made to the church office 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 approve the use.

## **Fees**

Use of church facilities is not subject to a use or maintenance fee.

## **Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served or used in church facilities.
2. Smoking Policy: Smoking on the FBC-SF campus, inside or outside of any buildings, is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms and the worship space is not allowed unless prior approval is received.
5. Church equipment, such as tables and chairs, must be returned to original placement.
6. All lights must be turned off and doors locked upon departure.
7. 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.
8. 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. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

### Church Facility Reservation Request and Agreement

Name of person and organization (if applicable) requesting use of facilities: \_\_\_\_\_

Please state whether you are a: \_\_\_\_\_ Church Member \_\_\_\_\_ Church Sponsored Ministry  
\_\_\_\_\_ Non-Member \_\_\_\_\_ Non-Member Group/ Org.

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: \_\_\_\_\_

What is the purpose for which you intend to use the facilities:

\_\_\_\_\_ Wedding

*Please see our Wedding Policy and Application for Scheduling Weddings, as well as our Couples Commitment Form, for additional guidelines. Please note that a signed Wedding Policy and Application for Scheduling Weddings along with a signed Couples Commitment Form must accompany this request in order to be considered for approval.*

\_\_\_\_\_ Wedding Shower (Is the couple living together? \_\_\_\_\_ Yes \_\_\_\_\_ No)

*According to our Church Facility Use Policy (stated herein) and our By-Laws in section IX. Church Statement on Marriage and Sexuality, in order to allow church facilities to be used for this event the bride and groom must not be living together. Facilities may be used if the couple meets with a pastor, signs a Couples Commitment Form, addressing living arrangements, and is committed to moving forward with pre-marriage counseling. If the couple has chosen to live together before marriage, we encourage a church member to host the shower in his/her home.*

\_\_\_\_\_ Baby Shower (Are the parents married? \_\_\_\_\_ Yes \_\_\_\_\_ No)

*In order to use the church facilities — according to our Church Facility Use Policy (stated herein) and our By-Laws in section IX. Church Statement on Marriage and Sexuality — parents of the unborn child must be married or have met with a pastor and signed a Couples Commitment Form, addressing living arrangements and agreeing to move forward with pre-marriage counseling. If the parents of unborn child are not married at the time of the shower and have not agreed to the Couples Commitment Form, etc., we encourage a church member to host the shower in his/her home.*

\_\_\_\_\_ Other Please explain. \_\_\_\_\_

What date(s) and time(s) 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 holding 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 am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a certificate of insurance for liability coverage.
5. 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 church 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.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

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