

## **Hills View EFC Church – Facilities Use Policy & Procedure – January 30, 2017**

### **Purpose Statement**

The Hills View EFC church building and property is to be used to promote the Purpose of the church as stated in Article II in the Articles of Incorporation of Hills View EFC. The purpose of this church shall be to work together for the unity, edification, discipline, and encouragement of believers that they might grow in grace and holy conduct, and seek to win souls for Christ and to further His cause on the mission fields at home and abroad.

### **Policies**

The primary use of the building/property is for the ministry of the church. The priority of use shall be as follows:

1. Ministries of Hills View
2. Members of Hills View and their immediate families.
3. Regular Attendees – (Non-Members who have regularly attended Hills View church services for 6 months or more.)
4. Non-Members or Group Use

Although the facilities are not open to the general public, we may make our facilities available to approved non-members as a witness to our faith and in a spirit of Christian charity. 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 Hills View Statement of Faith or 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. This restricted facility use policy is necessary as 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.)

The church building/property is not for rent. A suggested donation amount for use of the building/property may apply to non-members or group use for the upkeep of church facilities. However in addition there may be a fee for cleaning and additional people needed for the stated use. The Elder Team shall state on the Hills View Church Facility Reservation Request and Agreement Form to whom the form and donation are to be given. The Elder Team can make any adjustments to the suggested donation.

A Hills View Church Facility Reservation Request and Agreement Form shall be established and updated as needed by the Elder Team. This form shall solicit adequate information to determine who is going to use the building/property, time of use requested, purpose of use, security deposit if needed, and any additional expenses required to meet the use requested. The Hills View Facility Reservation Request and

Agreement Form may contain additional policies and use restrictions that are to be considered to be part of the Hills View EFC Facility Use Policy.

The Hills View Church Facility Reservation Request and Agreement Form shall be available at the Church or by email upon request.

A Pastor or an Elder may give exception to filling out the Facility Reservation Request and Agreement Form for short notice happenings. This would include funerals officiated by a pastor of Hills View or a request by a member or regular attendee making a short notice request. All scheduled events have precedence.

Alcohol Policy: No alcohol may be served in Hills View Church facilities.

Smoking Policy: Smoking in any indoor Hills View Church facilities is prohibited.

Insurance Policy- For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000 . The user must also sign a Hills View Church Facility Reservation Request and Agreement with the attached Indemnity and Hold Harmless Agreement.

Profit-Making Policy- In an effort to maintain the sanctity of our facility, use for personal or corporate profit will not be permitted on Hills View property. This does not apply to the church, individuals, or teams raising funds for the church, a church-sponsored ministry event, or for an individual or group supported by the Church. Our primary purpose of the Church must be preeminent in all that happens at the Church.

### **Procedure**

An individual or group requesting use of the building/property shall fill out a Hills View Facility Reservation Request and Agreement Form. The pastor or official designee can approve all uses of church facilities for Ministries of Hills View, Members of Hills View and Regular attendees. Church facilities and equipment may be made available to non-members or outside groups with approval of the Elder Team provided the Elder Team believes the use will further the purpose of the Church and 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 "Hills View 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 in the Hills View Facility Reservation Request and Agreement Form and as described in any additional instructions provided by church staff.