

CHRIST OUR SAVIOR LUTHERAN CHURCH

260 Wade Road West
Loudon, TN, 37774
(865) 458-9407

Facilities/Properties Use Policy

Statement of Purpose

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 always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in 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 facilities be used for activities that contradict, or are deemed by the Senior Pastor as inconsistent with, or contrary to the church's faith or moral teachings. ***The Senior Pastor and the Facilities Usage Team are the final decision-makers as to whether a person or group is allowed to use 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. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow 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 be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church 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 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 sanctuary, because the church sees all of its property as holy and set apart to worship God. See Colossians 3:17.

Approved Users and Priority of Use

The Senior Pastor and the Facility Usage Team must approve all uses of church facilities. Priority shall generally be given to members of the church, 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 in harmony 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 9:00 a.m. and 9:00 p.m. Use outside these hours may be approved by the Senior Pastor and the Facility Usage Team.

Scheduling Events

Requests for facility use may be made 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 only when the Senior Pastor and the Facility Usage Team approves the use.

Fees

A \$100 security deposit will be required which will be refunded if facility is left clean and returned to normal. Use of church facilities is subject to a use maintenance fee of \$50.00 (minimum) determined as applicable, to pay for the upkeep of church facilities. Church members shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings. The Senior Pastor and/or the Facility Usage Team may waive the security deposit and/or use maintenance fee.

Other fees that may be required include:

- Janitor Fee (if extra janitorial help is needed): tbd
- Sound Tech: \$10 per hour (2 hour minimum)
- Facility Monitor (if facility is used during non-office hours): \$10 per hour (2 hour minimum) (Facility Monitor may not be needed if COS member is present and willing to take responsibility)
- Table Cloth Usage: \$50
- Dish Usage: \$150
- Kitchen Monitor (if kitchen is used): \$25

Facility Use Guidelines

1. **Alcohol Policy:** No alcohol may be served or consumed in church facilities or on the church grounds.
2. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.
3. **Smoking Policy:** Smoking in any indoor church facilities is prohibited.
4. Groups are restricted to only those areas of the facility that the group has reserved.
5. Food and beverages in worship space not allowed.
6. Church equipment, such as tables and chairs, 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. Clean-up, unless otherwise agreed upon, will be the responsibility of the facilities requestor.
9. Abusive or foul language, vandalism, violent behavior, destructive behavior and drug or alcohol use or abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.

Church Facility Reservation Request and Agreement
Page 1

Name of 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:

Name: _____

Address: _____

Phone Number: Home: _____ Office: _____ cell: _____

Email Address: _____

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

Date Facility Needed _____ Hours Requested _____ to _____

Other dates/times needed for set up _____

Estimated size of group _____

Rooms Requested (check all that apply)

___ Fellowship Hall ___ Sanctuary ___ Classrooms (how many ___) ___ Kitchen

Fees:

___ Security Deposit (refunded if facility left clean and returned to normal) (\$100)

___ Use Maintenance Fee (\$50 minimum)

___ Kitchen Monitor (if kitchen used) (\$25)

___ Table Cloth Usage: \$50

___ Dish Usage: \$150

___ Facility Monitor (if non-office hours) (\$10 per hour – 2 hour minimum)
(Facility Monitor may not be needed if COS member is present and willing to take responsibility)

___ Sound Tech: (\$10 per hour -2 hour minimum)

___ Janitor Fee (if extra janitorial help is needed): tbd

Initial _____

Church Facility Reservation Request and Agreement
Page 2

Regardless of type of user, please describe the purpose for which you intend to use the facilities:

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 names of the organization's office-holders and leaders:

Initial _____

Church Facility Reservation Request and Agreement
Page 3

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 for 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 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 Executive Director and the Properties Director's approval, 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.

5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Signature

Printed Name

Date

Approvals:

Senior Pastor

Date

Facility Usage Team

Date

CHRIST OUR SAVIOR LUTHERAN CHURCH

260 Wade Road West
Loudon, TN, 37774
(865)-458-9407

Church Facility/Property Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____
(hereafter the "Organization") of the city of _____, state of _____ shall be using the
building and grounds of **CHRIST OUR SAVIOR LUTHERAN CHURCH** (hereafter the "Church")
from _____ to _____, 20_____, for the purpose of:

hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, clergy, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, clergy, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, clergy, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We also authorize the Church, it's trustees, representatives, employees, clergy, or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (ORGANIZATION NAME)

BY:
Signature: _____

Date: _____

Title: _____