

BATESVILLE CHRISTIAN CHURCH GUIDELINES FOR USE OF CHURCH FACILITIES

Policy

Members are invited to make use of church facilities for wedding, funerals or other approved non-profit activities. Although the facilities are not generally open to the public, we make our facilities available to approved non-member non-profit activity or non-profit outside groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the gospel of Jesus Christ to our community. Any intended use of the facilities shall be approved by the ministry staff in consultation with the elders and/or deacons.

Any use of church facilities must reflect the image of this church in the community and refrain from any behavior, language or actions which could be considered objectionable. The ministers, elders and deacons of the church reserve the right to refuse anyone use of the facilities or disallow certain parts of a ceremony if they could detract from a respectable image.

Church facilities may be reserved by contacting the church office well in advance of the event. Church activities will always have first priority in scheduling. The church administrative assistant will maintain a church calendar and be in charge of scheduling. An interview may be arranged by a staff minister in order to assess the appropriateness of the intended use of the facilities. A non-member or outside group must complete a "Outside Event Request" form available from the church administrative assistant.

Fees

There shall be no cost for a member's use of church facilities. All others will pay a fee of \$300 for use of the sanctuary, \$250 for use of the fellowship hall, \$100 for use of the nursery and \$50 for use of any classroom.

Members and non-members will pay a fee of \$100 to compensate a church sound technician. Only a church sound technician will be allowed to operate the sanctuary sound/video equipment. Any vocalist, pianist or child care services provided by the church will be agreed by the parties.

All fees will be paid prior to the scheduled event. Any exceptions to these stated fees shall be approved by a staff minister in consultation with the elders and/or deacons.

Individuals requesting use of church facilities for weddings must complete a separate marriage procedure and information packet with stated fees.

Care of Facilities

Members and non-members alike will be responsible for cleaning and returning the facilities including tables and chairs to the same or better condition in which they had previously been. If this is not completed to the satisfaction of the church representative (usually a deacon or the administrative assistant), a monetary charge will be made by the church. The church will also assess a monetary charge for any damages to the facilities.

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Any use of the facilities will be completed by 5:00 pm on Saturday unless special arrangements have been made in order to complete any housekeeping tasks for Sunday morning services.

All lights are to be turned off and doors locked when the activity is completed. Door keys will not be made available. All access shall be by the office side front door with a temporarily assigned pass card/code.

Non-members using the church facilities will name one adult with phone number responsible for compliance with these policies.

Using Church Property Offsite

Items belonging to the church may not be borrowed or rented by members or non-members for any personal or business use. This includes all tables, chairs, kitchen supplies, etc. Church related functions held by groups of members may contact the church office for use of church property offsite.

Prohibited

There shall be absolutely no use of drugs, alcoholic or tobacco products at any time in the church facilities or on church property.

There shall be no rice thrown on church property. Bird seed or soap bubbles may be used only outdoors.

Dancing and dance bands shall be limited to wedding receptions in the fellowship hall.

Only dripless candles may be used with paper or plastic cover under them.

Church property including tables and chairs are not to be removed from the church facilities.

Guidelines approved by the elders April 5, 2018.

Guidelines in effect on May 1, 2018

**BATESVILLE CHRISTIAN CHURCH
CHURCH FACILITY OUTSIDE EVENT REQUEST FORM AND AGREEMENT**

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 for Responsible Party:

Name: _____
Address: _____
Phone number: _____
Email address: _____

If the requested use is by an organization not affiliated with a 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 date(s) and time(s) are you requesting to use the facilities:

See next page for affirmation statement and agreement
BATESVILLE CHRISTIAN CHURCH
FACILITY USE POLICY AFFIRMATION STATEMENT

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 upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$_____, a certificate of insurance for at least \$_____ of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of the facilities is subject to the church staff's approval, which is conditioned in part of my agreement to the requirements in the "Guidelines for Use of Church Facilities," 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 the facilities.
7. 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 through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature

Printed Name

Date

FOR CHURCH USE

Approved _____ Date _____

Not Approved _____ Date _____

Reason _____