

CORNERSTONE BAPTIST CHURCH FACILITY 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, in a spirit of Christian charity, 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 pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on 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 or official designee must approve all uses of church facilities. Use of the facility shall be given only 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 **all** the following qualifications:

1. Groups or persons requesting facility use **must** have an **active member** in **good standing** of the church as part of the group in official capacity.
2. 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.
3. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form or an email stating dates and times requested by the coordinator. (see Scheduling Events below)
4. 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 use: these hours must be approved by the pastor or official designee.

Scheduling Events

Requests for facility use may be made to **Executive Leadership Team** by submitting the "Church Facility Reservation Request and Agreement" form or an email to: info@cpcbentonville.com. The event will be reserved and placed on the church calendar only when the Senior Pastor or official designee approves the use.

Fees

Use of church facilities is subject to a use and maintenance fee of \$ 150.00/day to be paid prior to use 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.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in or on church facilities and properties.
2. Smoking Policy: [e.g., smoking in any indoor/outdoor church facilities is prohibited.]
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. No Food and beverages in classrooms, or worship space.
5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off, doors locked upon departure, and security alarm set.
7. Clean-up [it is the responsibility of the group using the facility to clean-up. Failure to do so may result in the church including a clean-up fee].
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
9. Any person or group must sign the “Church Facility Reservation Request and Agreement” form or have an email from the ELT or Pastor 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 in the amount of at least \$ 150,000.00. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Cornerstone Baptist Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

Please state whether you are a:

- Church Member
- Church-Sponsored Ministry
- Other 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 date(s) and time(s) are you requesting to use the facilities:

Addendum: Special Use

Weddings

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

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 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 these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy and addendum," 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 with Church Members 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.

Signature

Printed Name

Date