

Church Facility Use Policy

New Covenant Baptist Church, Nampa Idaho

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 demonstrating the Gospel of Jesus Christ in practice.

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 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. The pastor, or his official designee, is the final decision-maker 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 Corinthians 6:14; 1 Thessalonians 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 sanctuary, because the church sees all of its property as holy and set apart to worship God. (Colossians 3:17—*Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.*)

Approved Users and Priority of Use

The pastor or official designee 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. Non-member 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. Non-member groups or persons seeking facility use must complete and a signed "Church Facility Reservation Request and Agreement" form (including a deposit, and verification of insurance.
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 as approved by the pastor or official designee.

Scheduling Events

Facility use requests shall be made to the pastor or official designee by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

Fees

There is no charge for the use of church facilities. Those who use the church facilities are asked to clean up after their activity and or hire a cleaning service. The facilities are to be returned to their regular operating condition after the activity is completed. The church will require in advance a refundable security deposit of \$2000 to pay for cleaning or damages to the facilities. The security deposit will be returned in full if the facilities do not require any cleaning or maintenance resulting from its use by an approved group or if repairs are made to the satisfaction of the pastor or official designee.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities including the church grounds
2. Smoking Policy: The church and its grounds are designated as a smoke free environment—this includes smoking of any kind (including e-cigarettes, vaping, etc.)
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. All lights must be turned off and doors locked upon departure. Thermostats must be set (80 in the summer, 50 in the winter).
6. Clean-up: It is the responsibility of the group using the facility to clean the area they used. It should be as clean as when the group arrived.
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. Permission to use the church does not bind the leadership or the members of New Covenant to attend, administrate, or provide ministry or hosting services.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.
10. Permission to use the facilities occurs after the request had been approved, a deposit and any required fees have been paid, and proof of insurance has been obtained.

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 or organization requesting use of facilities: _____

Please check whether you are a:

- Church Member Church-Sponsored Ministry
 Non-Member Non-Member 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 organizations website, if any:

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

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:

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:

If you are requesting use of the church's facilities for a wedding, please list the name, contact information, and religious affiliation of the person officiating the wedding:

Event Type: (mark all that apply)

- Wedding Party Shower Reception Practice
- Other Event, please explain: _____

Facilities/Equipment: (mark all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Chairs quantity _____ | <input type="checkbox"/> Oven/Stove Use |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Janitor Service |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Linens | (See cleaning policy) |
| <input type="checkbox"/> Office Use | <input type="checkbox"/> Supplies _____ | <input type="checkbox"/> AV Equipment |
| <input type="checkbox"/> Tables quantity _____ | <input type="checkbox"/> Pantry Access | list AV needs: |

Do you need someone to unlock or lock the building? Yes No

Cleaning Policies

If you require janitor service, you will need to pay for cleaning costs. Costs are determined by the size and duration of your event. If you choose not to use janitor service then you are expected to reset the rooms to their original set up, and leave it as clean, if not cleaner, than.

Submit all forms to the pastor or official designate to ensure it is added to the church calendar. Staff approval does not guarantee that the event will be put on the calendar. You will be notified by the church office when your request is processed.

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 security deposit in the amount of \$2,000, a certificate of insurance, and any other fees required by the church. Without the deposit, fees, and certificate of insurance the approval is null and void.
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 (or his designate) 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 1 Corinthians 6).
8. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Date(s) of Requested Use: _____ Time of Requested Use: _____

Print Name: _____ Signature: _____

Today's Date: _____

Pastor's Signature for Approval: _____

Today's Date: _____