



Christian Apostolic Church

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Church Facility Use Policy & Reservation Request and Agreement

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 we made our facilities available in the past 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, due to abuses and exposure to risk, our current policy is that our facilities are not open to the public, and are available only to our current members.

While we reserve the right to make a rare exception by granting use to approved non-member persons and groups, in no event shall facility use 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 II Corinthians 6:14; and I 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



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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 pastor or official designee must approve all uses of church facilities. Priority shall generally be given to members of our local church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment may occasionally be made available to members of nearby churches of like precious faith, so long as they meet the following qualifications. Our current policy generally prohibits facility use for non-members and outside groups. If any rare exception is made, allowing use by non-members or outside groups, such persons or groups must still meet 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 a.m. and 10 p.m. Use outside these hours may be approved by the pastor or official designee.

Scheduling Events

Requests for facility use may be made to either the pastor, secretary, or facilities use coordinator by submitting the "Church Facility Reservation Request and Agreement" form. If the requested use is allowable and approved by the pastor or the pastor's official designee, the event shall be reserved and placed on the church calendar.



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Fees

Members of Christian Apostolic Church shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings. In the case of an exception to the current policy prohibiting use by non-members, any such use of church facilities is to be subject to a use and maintenance fee of \$100.00 per 4-hour period, simply to pay for the cost of utilities and overall upkeep of church facilities. This is in addition to a security deposit of \$100.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited. Users who leave a building to smoke may do so only when at least 30 feet away from any entrance to the building.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are restricted to only those certain areas where permission has been granted for consumption.
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 and doors locked upon departure.
7. Clean-up is the responsibility of the group using the facility, unless other arrangements are made in advance. Returning the facilities to their state prior to use constitutes satisfactory clean-up. A portion of the security deposit (described below) is to be returned if the clean-up is satisfactory. Take note of the condition and cleanliness of the facilities at arrival for use. Point out any issues immediately.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior must be required to leave the premise. It is the responsibility of those using the facility to expel such.
9. Any person or group must sign the “Church Facility Reservation Request and Agreement” form 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 \$1,000,000. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Please see following pages for the Church Facility Reservation Request and Agreement to be filled out and submitted with payment of deposit and usage fees.



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Church Facility Reservation Request and Agreement

Name of person and/or organization requesting use of facilities:

Indicate whether you are a: Church Member Non-Member
 Church-Sponsored Ministry 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 organization's website, if any: _____

Please list the names of the organization's officeholders and leaders:



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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:

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 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:



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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 the following:
 - a. Use and maintenance fee of \$100 per 4-hour period per day (for example, \$200 for a rehearsal and wedding on separate days, provided neither goes over 4 hours on either day), which can be refunded only if the scheduled use does not occur (please try to cancel at least 24 hours in advance);
 - b. \$100 security deposit, which is to be returned if the facilities are left in as good and clean a condition as before use, otherwise it is not to be returned;
 - c. Certificate of medical emergency insurance for at least \$1,000 per person;
 - d. Certificate of liability insurance for at least \$1,000,000 of coverage overall;
 - e. 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,” 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. In the case of any dispute between the church and any users of the facility, all users of the facility hereby 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. The result of said arbitration is to be considered final.

Signature

Printed Name

Date