

HIGHLAWN BAPTIST CHURCH FACILITY USE POLICY

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, bylaws, and statement of beliefs. Nor may church facilities be used for activities that contradict or are deemed inconsistent with the church's faith or moral teachings. The Leadership Team, or its 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 Cor 6:14; 1 Thess 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 the church facility be used by persons or groups who hold, advance, or advocate beliefs that contradict the church's faith; or advance, advocate, or engage in practices that contradict the church's faith. 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. (Col 3:17.)

Approved Users and Priority of Use

The Leadership Team or its 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:

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.

The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.

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 typically may be reserved between the hours of 9 a.m. and 9 p.m. Use outside these hours may be granted by special permission of the Leadership Team or its official designee.

Scheduling Events

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

Fees

Use of church facilities is subject to a use and maintenance fee of \$50 to pay for the upkeep of church facilities, and a refundable security deposit of \$100.

Church members are not required to pay the use and maintenance fee or the security deposit for usage because maintenance of the facilities is derived from member tithes and offerings.

Fees for utilization of the church kitchen and fellowship hall shall be governed by the policy developed by the Fellowship Team.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in or on church premises.
2. Smoking Policy: Smoking (including e-cigarettes or any vapor producing devices) is prohibited in or on all church premises.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are restricted to spaces made to accommodate them. In no case shall food and beverages be allowed in the sanctuary unless expressly authorized by the Leadership Team or its official designee.
5. No staples, nails, screws, tape (except painter's tape), glue, or fasteners shall be used to hang or attach decorations to any wall or surface. Only removable wall hanging hooks or fasteners like those manufactured and sold by 3M under the brand name "Command" shall be used.
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 is the responsibility of the group utilizing the facility.
 - a. All dishes utilized shall be washed, dried and returned to their original place.
 - b. All kitchen equipment shall be cleaned and returned to its original place.
 - c. All floors shall be swept.
 - d. All trash shall be bagged and placed in trash receptacles outside the building.
9. If custodial services are necessary due to unacceptable cleaning by the group utilizing the facility, a cleaning fee will be deducted from the security deposit.
10. 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.
11. Any person or group seeking to use church facilities 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 provide proof of liability insurance coverage in the group's name.

Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities: _____

Please state whether you are a (check one):

- 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 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?

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:

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.

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.

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.

I understand that upon approval of my facilities use request, I will need to provide a maintenance fee of \$50, a refundable security deposit in the amount of \$100, certificate of insurance coverage and any other fees required by the church.

I understand 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.

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

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 of any disputes through Christian mediation.

Signature: _____

Printed Name: _____

Date: _____