

# **Church Facility Use Policy**

## **Raymond Christian Reformed Church**

### **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 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 Council as inconsistent with, or contrary to the church's faith or moral teachings. The church Council 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; 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 by allowing the use of our facilities, the church is in agreement with the beliefs or practices of the person or groups using the church's facilities.

Therefore, in no event shall persons be permitted to use our church's facilities for purposes that promote, advance, or embody practices or beliefs that contradict the church's faith.. This policy applies to all of the church's facilities. See Colossians 3:17.

### **Approved Users and Priority of Use**

The Council must approve all uses of church facilities. Priority shall generally be given 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 the following qualifications:

1. Groups or persons requesting the use of the facilities 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 persons seeking use of the facilities 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 the church staff.

### **Facility Use Hours**

Occupancy will be allowed 1 hour after the morning worship service ends and shall be completed at least one hour prior to the evening worship service. If renting the facilities on Saturday, the Sanctuary will be vacated by 7:00 pm and the Fellowship Hall by 9:00 pm.

### **Scheduling Events**

Requests for facility use may be made to the Secretary by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved on the church calendar only when the Council approves the use.

### **Facility Use Guidelines**

1. Alcohol Policy: No Alcohol may be served in the church facilities (This does not preclude the Council from providing wine for Communion).
  2. Smoking Policy: Smoking in any indoor church facility is prohibited.
  3. Groups are restricted to only those areas of the facility reserved.
  4. Beverages are not allowed in classrooms, or the sanctuary without a lid.
  5. Church equipment, such as tables and chairs must be returned to their original placement, unless arranged otherwise prior to the event.
  6. All damages to equipment or building will be repaired or replaced by person/group renting the facility.
  7. All lights must be turned off and doors locked upon departure.
  8. Clean up includes vacuuming, sweeping, and wiping of tables and counters of any area used, dishes washed and put away, and garbage cans emptied and placed in the outside garbage receptacle.
  9. Our facilities may NOT be rented to sell any products or services for commercial or business purposes.
  10. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using the church facilities. Any person exhibiting such behavior will be required to leave the premises.
  11. Any person or group must sign the "Church Facility Reservation Request & Agreement" form and pay rental fees prior to the reservation of the church facilities.
- The Janitor will open facilities prior to use and close facilities following. Rental fees include payment for Janitor opening/closing and any extra general cleaning.
  - For Wedding Ceremonies it is your responsibility to contact the Pastor, pianist, vocalists, musicians, and persons for Sound/Video/Projector to schedule them.
  - If Sound/Projector/Video are desired to be used, we require one of our operators to be present and paid.
  - You are responsible for any honorariums given for the Pastors, Musicians, Sound, etc. on the day of your Wedding.

## RENTAL FEE SCHEDULE

### Facilities:

Sanctuary                      \$ 150 Member      \$ 450 Non-Member \*

Fellowship Hall & Kitchen \$ 50 Member      \$ 200 Non-Member \*

*\* Additionally, a \$50 Cleaning deposit will be charged for all non-members; the deposit is fully refundable upon satisfactory inspection by janitor.*

Bridal / Baby Showers    No Charge for Members

Funerals                      \$ 0 Member      \$ 75 Non-Member

### Furnishings & Equipment (to be rented to Members only):

Long Tables                      \$ 2 each

Folding Chairs                      10 cents ea.

Roasters                              \$ 5 each

# Church Facility Reservation Request and Agreement

Name of Person(s) or Organization \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please state whether you are a:  Church Member  Non-member

Church Sponsored Ministry  Non-member Organization

If not affiliated with Raymond Christian Reformed Church, briefly state the organizations purpose and/or mission: \_\_\_\_\_

\_\_\_\_\_

Date & Time of Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Rooms to be rented: \_\_\_\_\_

I agree that in my use of the facilities I assume all risk of injury, death, or loss to person(s) or prperty, and I agree to indemnify and hold Raymond Christian Reformed Church harmless from and against any and all claims arising or alleged to arise from my rental and use of the church facility.

I have received a copy of the Facility Use Policy and agree to the terms and conditions therein.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

*If you are requesting use of the facilities for a wedding/ wedding reception please refer to the attached RCRC Marriage Covenant and Wedding Rental Agreement*

----- For Church Office -----

Rental Fee : \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

# Wedding Rental Agreement

(Addendum to the Church Facility Reservation Request and Agreement)

Please list the names of the Bride and Groom with their contact information:

Bride:

Groom:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name (if different then Bride): \_\_\_\_\_

Phone : \_\_\_\_\_ Email: \_\_\_\_\_

(Male) Pastors Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Denominational affiliation : \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time : \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time : \_\_\_\_\_

Please briefly describe any pre-marital counseling or training undertaken by the bride and groom prior to the wedding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand and agree to abide by the principles and provisions outlined in the Raymond Christian Reformed Church's Marriage Covenant.

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_