

# CHURCH FACILITY USE POLICY



## Statement of Purpose

The church's facilities were provided through God's benevolence and by the generosity of church members. The church desires that its facilities be used for the good of the community of believers at Heritage Church and should always reinforce our mission statement. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as gesture to our community, and as a means of demonstrating our desire to advance the gospel of Jesus Christ.

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 Administrative Pastor as inconsistent with, or contrary to the church's faith or moral teachings. The Administrative 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 Heritage 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 Administrative pastor or official designee 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 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 Short term facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking long term facility use must submit a signed "Heritage Church Long Term Facilities Use Agreement" form.
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 are available between the hours of 8:30 a.m. and 9:00 p.m. Use outside these hours may be approved by the Administrative pastor or official designee.

### **Scheduling Events**

Requests for facility must be made with a two weeks advanced notice and sent to [info@heritagenorthwest.org](mailto:info@heritagenorthwest.org) once the "Facility Reservation Request and Agreement" form has been completed. The form will be forwarded to our Administrative Pastor who will reserve your request and approve. Once approved your request will be reserved and placed on the church calendar.

### **Fees**

Use of church facilities is subject to a use and maintenance fee of \$     \$50     to pay 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.

### **Impact Fess**

Impact fees are charged at the discretion of the Administrative Pastor considering factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be more than these guideline amounts.

<b>Location</b>	<b>Fee</b>	<b>Technical Support – Per person</b>	<b>Janitorial (Clean Up fees)</b>
Chapel (\$100 MIN)	\$30 per hour	\$15 Per hour	\$50 – Flat fee
Cafeteria (\$60 MIN)	\$25 per hour	\$15 Per hour	
Classrooms (\$60 MIN)	\$25 per hour	\$15 Per hour	
Kitchen	\$30 per hour		

## *Facility Use Guidelines*

### **Rules and Regulations - Breakage**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Administrative Pastor or Senior Pastor has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

### **Room Setups**

All rooms have been designated with a standard setup which will not change. Any setup changes requested by the group are subject to approval by the Administrative pastor and are considered in the calculation of Impact Fees noted above.

### **Church Musical Instruments**

Use Permission to use any musical instruments must be granted by the Administrative Pastor or the Associate Pastor of Worship and Arts. Musical instruments cannot be moved off the platform (Stage) except by permission from the Administrative Pastor, and may require the assistance of technical sound persons employed by the church. If a technical sound person is needed, the requesting group must pay for the moving and time of the technical sound person at \$15 per hour min of 2 hours.

### **Sanctuary Sound System**

The Sanctuary sound reinforcement or recording systems are available upon request. The systems may only be operated by the church sanctuary sound technicians (see fee schedule above) or by technicians pre-approved by the Administrative Pastor. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

### **Smoking Policy**

All members of all groups using our facilities shall abide always by a “no smoking” rule in all parts of the building, including corridors and restrooms and church grounds. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

### **Alcohol Policy**

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall **not** be permitted at any time on church property, including the parking lots.

### **No Games of Chance**

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries. Final Decisions In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.

### **Supervision of Children and Youth**

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adult's present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention. Any questions regarding this policy should be directed to the **Associate Pastor over Kids and Family**.

### **Nursery Use**

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the **Associate Pastor over Kids and Family**. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a Heritage qualified caregiver; both must be adults over the age of 18. An impact fee will apply for the use of these facilities to cover labor casts and ancillary fees associated with providing childcare (snacks and cleaning related supplies needed).

### **Food and Drink**

There is no food or drink allowed in the Sanctuary or Chapel/Choir except water bottles. All other food and drink requires approval in advance from the Administrative pastor.

### **Decorations**

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

### **Starting and Ending Times**

- Monday through Friday from 8:30 a.m. through 9:00 p.m.
- Weekends from 9:00 a.m. through 9:00 p.m.

The building must be completely cleared not later than 9:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

### **Emergency Scheduling Conflicts**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

### **Storage**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

### **Parking**

Parking on the church campus is available only during the period that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### **Security**

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property. **Groups are restricted to only those areas of the facility that the group has reserved.**

### **Use of church property**

Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.



## Church Facility Reservation Request Agreement

Name of Person and/or Organization requesting use of facilities:

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Please state whether you are a:

- Church Member
- Church-Sponsored Ministry
- Non-Member
- Non-Member Group/Organization

**Contact Information:**

Address:

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

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

**Date Needed:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_

*Please note, that Heritage church must have a minimum of 2 weeks' notice for your event.*

*Reoccurring Event:* Day Needed: \_\_\_\_\_ How many weeks: \_\_\_\_\_

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

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Please list the organization's website, if any: \_\_\_\_\_

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

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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:

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_____	_____
_____	_____
_____	_____
_____	_____

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

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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 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 \$\_\_\_\_\_, 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 Administrative Pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Reservation Request and Agreement," 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, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility 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.

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*Signature*

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*Printed Name*

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*Date*