



# CRESTVIEW

BAPTIST CHURCH

## FACILITY USE POLICY (Adopted at May 19, 2019 Members Meeting)

Note: Weddings are subject to the Church's WEDDING POLICY.

The Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Church property is consecrated and set apart to worship God (Col. 3:17), and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, the Church makes its facilities available to approved members and non-members on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The Church's facilities may not be used for activities that contradict, or are inconsistent with, the Church's beliefs, as summarized in the Church's statement of faith. The statement of faith is available on the church website ([crestviewbaptist.org](http://crestviewbaptist.org)). This restricted facility use policy is necessary for two reasons. First, the Church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, the Church must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used by those 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 and could cause confusion and scandal to Church members and the community. Therefore, only events that are consistent with the Church's religious beliefs, as determined by the elders shall be permitted.

### Approved Users

The senior pastor and/or elders must approve all Church facility use requests. Priority shall be given to Church members and Church-sponsored groups or activities.

In the Church's sole discretion, Church facilities may be made available to members and non-members or outside groups (the "User") meeting the following qualifications:

1. The User must affirm that the planned facility use does not violate the Church's faith and practice.
2. The User must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The User 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.
4. The User must take responsibility for the facilities and equipment used.

### Event Requests and Scheduling

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

### Fees

Users are encouraged to make a monetary donation to the Church to offset costs incurred for making its facilities available. There are real costs incurred by the Church when the facility is used which the church would not otherwise have, such as energy consumption and housekeeping. In many cases an exact dollar figure for each user event is challenging to quantify. Users are asked to make a reasonable effort to help cover these costs for the Church.

Church members who are using the facility for family events (birthday, graduation, anniversary, etc) are exempt from this fee because maintenance of the facilities are derived from member tithes and offering.

Facility Use Guidelines

1. Users may only enter and use those areas of the facilities that have been reserved.
2. Food and beverages are only allowed in the fellowship hall. User must provide all food and beverages (including coffee and tea).
3. User must provide all dinnerware products (plates, cups, utensils, table cloths, napkins, etc)
4. Alcohol is not permitted on campus.
5. Smoking is prohibited indoors and within 20 feet of an entrance.
6. Thumbtacks are to be used to fix decorations to walls. Tape, command strips, staples and putty are not to be used. Remove all decorations and thumbtacks from walls.
7. Sex-specific restrooms are to be used by members of the designated biological sex only.
8. Church equipment must be returned to original placement, unless arranged otherwise prior to the event.
9. Collect all trash from event and deposit in outside dumpster. Dumpster key is in kitchen.
10. Clean up areas used, including restrooms. Leave the rooms as clean as you found them. Cleaning supplies are provided in cleaning closets.
11. All lights must be turned off and doors locked upon departure.
12. 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.

User Specific Items:

In addition to the policy above, \_\_\_\_\_ (org name) use of the facility includes the following:

By signing you are affirming planned facility use does not violate the Church's faith and practice and that this agreement will be followed:

Organization Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Please sign and return a copy of this agreement, reservation request form, and evidence of liability insurance.

Church Facility Reservation Request and Agreement

Name:

Name of group:

Address:

Phone Number:

Email:

Website:

Please state whether you are a:

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

For non-member groups, please state the organization's purpose and mission:

Requested date: \_\_\_\_\_

Requested time: \_\_\_\_\_

Describe the proposed event/activity:

Estimated number of attendees:

Rooms needed (check all that apply):

Worship Center  Fellowship Hall  Kitchen  Fellowship Hall  Playground  Classrooms

Equipment, room set-up, or A/V needs: