

CHURCH FACILITY RESERVATION REQUEST AND AGREEMENT

FACILITY PURPOSE STATEMENT

The Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Church property 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 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 statements of faith. 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 pastor shall be permitted.

APPROVED USERS

The pastor 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 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 sign this "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.
5. The church is not responsible for lost or stolen property, nor accidents.

FEES

Church members are exempt from this fee because maintenance of the facilities are derived from member tithes and offerings.

FACILITY USE GUIDELINES

1. Users may only enter and use those areas of the facilities that have been reserved.
2. Food and Beverage are restricted to certain areas.
3. No alcohol may be served on church property.
4. Smoking is prohibited in any indoor Church facility.
5. Sex-specific changing areas and restroom are to be used by members of the designated biological sex only.
6. Church equipment 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. 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.

INSURANCE

~~For all non-Church-sponsored events, the User must obtain liability insurance coverage in the amount of \$ _____, naming the Church as an additional insured. The User must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."~~

Name of person or organization requesting use of facility	
Date requested	Times From _____ to _____
Contact person #1 / phone	
Contact person #2 / phone	
Purpose	
Which rooms are needed?	
Estimated number of attendees	Equipment needed
<p>1. I will not allow the facilities to be used in a way that contradicts Trinity Evangelical Church's faith or policies.</p> <p>2. I will be responsible for any damages resulting from my/our use of the facility.</p> <p>3. I will limit food and beverages to the designated areas.</p> <p>4. I agree that alcoholic beverages, illegal drugs, and smoking are prohibited along with abusive or foul language and violent behavior. Furthermore, I agree that sex-specific changing areas and restrooms are to be used only by members of the designated biological sex.</p> <p>5. I agree to compensate the church for extra cleaning expenses that may incur.</p> <p>6. When finished, I agree to return tables to the closet, lock all the doors, turn off all the lights, and otherwise secure the facility.</p> <p>Signature Today's date</p>	
Approved (office use)	