

Waller Mill Bible Church

Facility use agreement

Statement of purpose

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires its facilities be used for the fellowship of the Body of Christ and always to the glory of God. Although the church 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 advancing, advocating or engaging in practices that conflict with the church's faith or moral teachings as summarized in the church's constitution and bylaws. Nor may facilities be used for activities that are deemed by the pastor to be inconsistent with or contrary to the church's faith and moral teachings. The pastor or his official designee is the final decision-maker on whether a person or group is allowed to use the church's facilities.

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Approved Users and Priority Use

The 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 facility use must submit a signed "Church facility reservation request and agreement" form.
3. The group or person seeking use must be willing to take responsibility for the facilities and equipment used and must be willing to abide by the church's rules of conduct for facilities use, as stated below and as described in any additional instructions by church staff.

Facility Use Hours

Facilities are available between the hours of 9a.m. and 9p.m. Use outside these hours may be approved by the pastor or official designee.

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Scheduling Events

Requests for facility use may be made to a church officer [e.g. pastor, elder, deacon, etc.], by submitting the “ Church Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

Fees

Use of church facilities is subject to a use and maintenance fee as determined by the Elders of the church. This fee is 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.

Facility Use Guidelines

1. Alcohol policy: No alcohol may be served in church facilities.
2. Smoking Policy: No smoking is allowed within the church itself. Smoking outdoors is permitted.
3. Groups are restricted to only those areas of the facility that the group reserved.
4. Food and beverages are allowed in all areas of the church. It is requested that all liquids be in a container with a lid.
5. Church equipment, such as tables and chairs must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off, thermostats returned to proper temperature and all doors locked upon departure. The alarm must be set before departure.
7. Clean up, the group is responsible for the cleaning of areas used. This includes but is not limited to vacuuming, washing and drying of dishes, trash removal etc.
8. Abusive or foul language, violent behavior, drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the facility. Refusal to do so will require the intervention of law enforcement.

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Insurance

For all non-church-sponsored events the group or person must sign a "Facility Use and an Indemnity and Hold Harmless Agreement. It is recommended liability insurance be obtained however it is not a requirement.

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Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

Please state whether you are a: _____ Church member _____ Church-sponsored Ministry
_____ Non-member Group/ Organization/person

Contact information

Address

Phone number: _____

Email Address _____

If an organization not affiliated with the church, please briefly state the organization's purpose and mission.

Organization's website if any: _____

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Please list the organization's office-holder and leaders

Regardless of type of user 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 the 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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I affirm:

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 the 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 of to the 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 any deposits or fee 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 the facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Agreement," a copy of which I have read and understand.
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 the 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.

Signature

Printed name

Date

witness