

The Alvaton Church of Christ Facility Use Policy

Purpose Statement

The Alvaton Church of Christ 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 to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members 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.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Statement of Faith. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The elders or their official designees, are the final decision-makers concerning use of 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. (2 Corinthians 6:14; 1 Thessalonians 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing 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 cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its 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 church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities.

Approved Users and Priority of Use

The elders or official designees must approve all uses of church facilities. Generally, priority shall be given to church members, 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 consistent 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, a "Facility Use and Hold Harmless Agreement."
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 church staff.

Facility Use Hours

Facilities are available between the hours of 8:00 a.m. and 11:00 p.m. Use outside these hours may be approved by the elders or official designee.

Scheduling Events

Facility use requests shall be made to the church secretary (270-796-9101, office@alvatonchurchofchrist.com) 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 or official designee approves the use.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities (including pavilion and grounds).
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Dancing Policy: Dancing is prohibited in any church facilities (including the pavilion and grounds).
4. Groups are restricted to only those areas of the facility that the group has reserved.
5. Food and beverages are not allowed in classrooms or worship space.
6. Church equipment, such as tables and chairs, 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. The building must be put back in the condition it was found. The following must be conducted if applicable:
 - a. Any materials or equipment brought in must not be left behind

- b. Bathrooms must be clean
 - c. Floors must be clean
 - d. Carpets must be vacuumed
 - e. Tables must be cleared and put away
 - f. Garbage must be disposed of in dumpster at back of building
9. A security/cleaning deposit of \$250 is required at the time of facility reservation. If the building is not cleaned as specified above or if the key to the building is not returned within three days of the event, the Alvaton church of Christ reserves the right to keep any and all of the \$250 security/cleaning deposit to cover cleaning costs or damages that may have occurred.
 10. Abusive or foul language, violent or lewd behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
 11. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

Insurance and Liability

For all non-church-sponsored events, the group or person using the facilities must sign a "Facility Use and an Indemnity and Hold Harmless Agreement" (below). A copy of the "Facility Use and an Indemnity and Hold Harmless Agreement" must be on file in the church office at least 48 hours prior to the event.

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 Non-Member
Group/Organization

Contact Information:

Address: _____

Phone Number: _____ Email Address: _____

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

Please list the organization's website, if any:

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

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:

____ Auditorium ____ Multi-Purpose Room ____ Kitchen ____ Pavilion

What date(s) and time(s) are you requesting to use the facilities:

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:

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

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

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 Statement of Faith, and I commit to promptly disclose any potential conflict of 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/clean-up deposit in the amount of \$250, a "Facility Use and an Indemnity and Hold Harmless Agreement" 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 elder's (or official designee) approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," 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 of any disputes through Christian mediation.

Name

Date

**The Alvaton Church of Christ
Facility Usage Hold Harmless Agreement**

- Whereas the Alvaton Church of Christ
- Whereas _____ hereafter referred to as Agency
- Whereas Agency includes not only the undersigned but all members of its “group”
- Whereas Agency desires to use a facility of the Alvaton Church of Christ
- Whereas Alvaton Church of Christ has previously passed policies governing such use,

IT IS THEREFORE AGREED

The Agency states that it shall hold the Alvaton Church of Christ, harmless from all claims, including conduct or management of the facility, ground or contents (including damage or theft to property) that may arise by reason of any negligence on the part of the Agency or the Alvaton Church of Christ, and its officers, employees or agents, in the use by the Agency of any facilities owned by the Alvaton Church of Christ; and in case any action is brought therefore against the Alvaton Church of Christ or any of its officers, employees or agents, the Agency shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the Alvaton Church of Christ reserves the right to defend such action and to charge all costs, including attorney's fees, to the Agency.

Signature below indicates a guarantee by the signee that all users have been informed of and agree to the above, and to comply with the rules of usage as described in the “Alvaton Church of Christ Facility Use Policy”.

Please read and initial the following:

____ I have read and agree to the Hold Harmless/Indemnity Clause agreement as it appears above.

____ I understand that a signed copy of this agreement and a signed copy of the Church Facility Reservation Request and Agreement must be returned to the Alvaton Church of Christ office 48 hours prior to the Agency group’s first use of facilities.

____ I understand that Alvaton Church of Christ or Alvaton Church of Christ-related activities have facility use priority. I understand the Agency group’s permitted use can be canceled by Alvaton Church of Christ activities.

Dated at _____, this ____ day of _____, 20____

Agency _____

By _____

Title _____

CONTRACT COPY MUST BE KEPT ON PERSON AT ALL TIMES DURING USE and return the bottom copy to the Community Education Office with your signed contract.