

LifePoint Baptist Church

Policy and Procedure

Number:	Title: Church Facility Use Policy
Date:	History: This is a new policy

810 Austin, San Angelo, Texas 76903 ☎ 655-9319



Church Facility Use Policy

Statement of Purpose

The church's 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 always to God's glory. Although the 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, 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 pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor, or chairman of the deacons (in the absence of a pastor), 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 and 1 Thessalonians 5:22. Second, it is very important to the 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 pastoral staff or chairman of the deacons 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 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.

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Number: 1.3

Title: Church Facility Usage And Hold Harmless Agreement

Date:

History: This is a new policy

CHURCH FACILITY USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____ (hereafter the "Organization")
of the city of _____, state of _____
shall be using the building and grounds of LifePoint Baptist Church (hereafter the "Church")
from _____ to _____, 20____, for the purpose of _____

_____ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its deacons, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its deacons, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its Deacons, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20____.

_____ (ORGANIZATION NAME)

BY:

Signature: _____

Title: _____

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Number:	Title: Church Facility Reservation Request and Agreement
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Church Facility Reservation Request and Agreement

Contact Person:	Phone:
Contact Person:	Phone:
Event Date:	
Event Time:	
Type of Event:	
Minister Officiating:	

Check the facilities that you will need:

- | | |
|--|--|
| <input type="checkbox"/> Hope Chapel (Hope Building) | <input type="checkbox"/> Faith Building (restrooms for Worship Center) |
| <input type="checkbox"/> Ladies Restroom (Hope Building) | <input type="checkbox"/> Nursery (Faith Building) |
| <input type="checkbox"/> Fellowship Hall/Kitchen (Hope Building) | <input type="checkbox"/> Family Center |
| <input type="checkbox"/> Worship Center | |

If you will be using the Fellowship Hall, check the following items that you will need:

- | | |
|--|---|
| <input type="checkbox"/> Round Tables (seat 8) | How many? _____ |
| <input type="checkbox"/> Round Tablecloths (9) | How many? _____ (white black or hunter green - \$10.00 fee/table cloth for dry cleaning) |
| <input type="checkbox"/> 6' Oblong Tables (seat 6) | How many? _____ |
| <input type="checkbox"/> 8' Oblong Tables (seat 8) | How many? _____ |
| <input type="checkbox"/> Folding Chairs | How many? _____ |

Sketch a diagram of how you would like the Fellowship Hall set up.

Stage

Will you need access to the facilities prior to the event for rehearsals or decorating? YES / NO

Date:

Time:

Specify the facilities you will need access to prior to the event:

Will you need sound equipment for your event held in the Worship Center? YES / NO

There is a **\$100.00 fee** to hire the sound technician to operate the sound equipment in the Worship Center. The sound technician will be present for any scheduled rehearsal.

Do you have a video or PowerPoint presentation for your event in the Worship Center? YES / NO

There is a **\$100.00 fee** to hire a projection operator for your event. The projection operator is not responsible for preparation of your presentation. Call the office for more information.

Facility Use Guidelines

- Contact the church if there are any changes in the reservation.
- For weddings, pre-marital counselling approved by a Pastor of LifePoint Baptist Church is a requirement. Please contact him promptly to schedule an appointment.
- There is to be NO ALCOHOL OR TOBACCO in any form on the premises.
- Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
- It is your responsibility to see that the facilities are cleaned and in order following your event. This includes the parking lots (confetti, balloons, etc.) Please make this a priority in your planning.
- All items used from the church kitchen (crystal, punch bowls, serving spoons, serving platters, etc.) must be cleaned and put away following your event. There is no fee for use of these items; however, if you break something, please replace it.
- It is your responsibility to provide paper goods (plates, cups, napkins, etc.) for your event.
- Groups are restricted to only those areas of the facility that the group has reserved.
- All lights must be turned off and doors locked upon departure.
- The ice machine is available for your use.
- The Church reserves exclusive right to all concession sales.
- It is your responsibility to contact and provide information to musicians, photographers, servers, etc.
- There are no building fees for members or groups sponsored by LifePoint Baptist Church. The fees for non-members are listed below. Practices may be approved without charge by the pastor.

Worship Center/Faith Foyer/Nursery	\$250.00
Family Center	\$250.00
Hope Building (Chapel, Fellowship Hall, Kitchen, etc.)	\$250.00

Fees	
Non-Member Building Fees	\$
Table Cloths _____ @ \$7.50 each	\$
Sound Technician (\$150.00)	\$
Video Technician (\$150.00)	\$
TOTAL	\$

Anyone wishing to utilize the LifePoint Baptist Church facilities for an event must submit a proposed agenda, including a specific time frame for use of the facilities. All meeting times must be scheduled on the church calendar to insure that there are no conflicts with church activities. After securing permission from the LifePoint representative for use of the facilities, the group must agree to adhere to all rules regulating the use of church property; each group is responsible for following all rules. LifePoint Baptist Church reserves the right to have a representative attend any function held on church property and reserves the right to withdraw facility use privileges.

The air conditioning or heating units may be used for meetings. Arrangements for use of the heating or air conditioning units must be made with the LifePoint Representative.

It is the responsibility of the Event Host to see that the building is secured, i.e., all lights are turned off, restrooms are checked for running water, the area used for the event is cleaned, and all doors are locked.

Any approved group meeting within the facilities of LifePoint Baptist Church is responsible for acquiring any needed insurance for their event.

The Event Host will indemnify and hold LifePoint Baptist Church harmless against any claims, demands, damages, costs, and expenses, including reasonable attorney's fees for defending claims and demands, arising from the conduct or management of Event Host's activities on the premises or its use of them; from any breach by Event Host of any conditions of this agreement; or from any act of negligence of Event Host, its agents, contractors, employees, sub-Event Hosts, concessionaires or licensees in or about the premises. If any action or proceeding is brought against LifePoint Baptist Church by reason of any such claim, Event Host, on notice from LifePoint Baptist Church, will defend the action or proceeding by counsel acceptable to LifePoint Baptist Church.

All groups or organizations utilizing any facility of LifePoint Baptist Church must sign this agreement and the Church facility usage and hold harmless agreement.

I, _____, hereby agree to strictly follow the rules and guidelines stated in this agreement.

Event Host

Date

LifePoint Baptist Church Representative

Date