



NORTHMETROCHURCH

Facility Use Policy

Purpose Statement

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 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 Foundations Manual. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker 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 Cor 6:14; 1 Thess 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 any church facility be used by persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith. Nor may church 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 primary building, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

Approved Users and Priority of Use

The pastor or official designee 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.
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 9:00 p.m. Use outside these hours may be approved by the pastor or official designee.

Scheduling Events

Facility use requests shall be made to the Membership/Financial Administrator 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.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are allowed throughout the facility, but groups are expected to clean up after themselves as described below.
5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. Kitchen utensils and equipment may be used. After use all utensils and equipment must be returned to their proper places in the kitchen in the condition in which they were found.
7. All decorations and personal items must be removed from the church immediately following the event.
8. For groups of 30 or less, clean-up is the responsibility of the group using the facility. Major cleaning or damage repairs may result in additional charges and/or the forfeiture of the damage deposit. The following is a general list of clean-up requirements.
 - Wash tables or countertops if food was at the event

- Vacuum or sweep, tidy the area, and empty trash in rooms used and restrooms
 - Gather all trash and take it to the dumpster outside, or to a designated inside location (ask before the event)
 - Replace trash can liners
9. For groups of 30 or more NMC custodial services are required.
 10. Rice may not be used for weddings. Birdseed or bubbles are a suggested alternative.
 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.
 13. The church must be informed of any entertainment planned before approval will be granted.
 14. The church's sound system must be operated by a person designated by NMC.
 15. Florists or caterers can deliver on the day of a scheduled event. An appointment for delivery must be made with the NMC Facility Coordinator and the arranging party. All deliveries made and approved prior to the event must be received by the arranging party. Church staff persons cannot act on behalf of the arranging party.
 16. An individual or group representative must sign the "Facility Request and Agreement" form prior to reservation of church facilities.

Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain a public liability insurance policy with at least \$1 million limit of liability coverage and \$5,000 limit of medical payments coverage, with North Metro Church named as an "additional insured" on the policy. The user must also sign the "Indemnity and Hold Harmless Agreement" on the "Facility Use Request and Agreement" form.