

Church Facility Use Policy– Approved 2015

The church's facilities were provided through God's benevolence and by the sacrificial generosity of the members of Hagoood Avenue Baptist Church. 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 person 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 constitution and bylaws. Nor may church facilities be used for activities that contradict or are deemed inconsistent with, the church's faith or moral teachings. The pastor and/or deacons or an official designee is the final decision-maker concerning use of church facilities.

Therefore, in no event shall persons or groups who hold, advance 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, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its facilities as holy and set apart to worship God.

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 qualification:

- 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.

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

Facility use requests shall be made to pastor/deacons/designee 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 designee approves the use.

Use of church facilities is subject to a use and maintenance fee depending on which part(s) of the church is used. Use of church facilities must adhere to the following policies:

- 1) Alcohol use – **NO** alcohol may be consumed in any building nor on any property of the church, including church parking lots.
- 2) Smoking – Smoking is NOT permitted in any building of the church. Smoking may be permitted in designated areas.
- 3) Groups are restricted to only those areas of the facility that the group has reserved.
- 4) Food and beverages is NOT allowed in the Worship Center.
- 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 and doors locked upon departure.
- 7) Clean-up of facilities is the responsibility of the group reserving the building unless otherwise agreed upon (fee for church custodian has been paid).
- 8) No abusive or foul language, violent behavior, and drug and alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
- 9) Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.

Church Facility Reservation Request and Agreement

Name of person and/or organization requesting use of facilities _____

Please state whether you are a (please circle)...

- 1) Church Member
- 2) Non-member
- 3) Church Sponsored Ministry

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Contact Information

Address _____

Phone Number _____ Cell number _____

Email address _____

If you or your organization is not affiliated with Hagood Avenue Baptist Church, please state the organization's purpose and mission _____

Please list the organization's website if any _____

Please describe the church facilities you are requesting use of and the purpose for which you intend to use them:

Dates you are requesting facilities _____

If you are requesting the church's facilities for a wedding and-or a wedding reception, please list the names and contact information for the bride and groom:

Bride's Name _____

Address _____

Phone number _____ Cell Number _____

Email address _____

Groom's Name _____

Address _____

Phone number _____ Cell Number _____

Email address _____

Name and contact information of the person officiating the wedding:

Name _____

Address _____

Phone Number _____

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I Affirm that:

- 1) I understand that Hagood Avenue Baptist 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 contract the church’s faith, and I commit to promptly disclose any potential conflict of which I am aware or became aware 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 the church staff.
- 4) I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of _____, a certificate of insurance for at least _____ of coverage, and any others 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 pastor’s approval which is conditional on part on my agreement to the requirement in the “Church Facility Use Policy” 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 parties without recourse to the courts. Accordingly, uses of the facility agree to attempt resolution of any disputes through Christian mediation.

Signature

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