



## **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 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.

However, 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 membership manual and in our constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith and moral teachings. The Deacons, 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 Cor. 6:14; 1 Thess. 5:21 & 22.)

Second, it is particularly 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 people who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message the church strives to promote. It could also cause confusion and scandal to church members and the community because they may perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the person(s) 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, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all its property as holy and set apart to worship God. (Col 3:17.)

### **Approved Users and Priority of Use**

The Deacons or their official designee must approve all uses of church facilities. 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.

### **Scheduling Events**

Facility use requests shall be made to the Harvest hospitality coordinator by submitting the "Church Facility Reservation Request and Agreement" form. The event must be scheduled at least 6 months in advance, unless otherwise approved by a deacon or their designee. Once approved, the event will be reserved and placed on the church calendar.

### **Fees**

Worship Center                      \$200/day

Fellowship Area                    \$150/day

Classrooms                         \$50/day

#### *Additional services:*

Livestream or video recording        \$100 (*Worship Center only*)

Printing                                \$50, plus \$0.20 per copy

### **Facility Use Guidelines**

1. No alcohol may be served in church facilities.
2. Smoking in any indoor church facility is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms and worship center is restricted [e.g., drinks not allowed without a lid, food is restricted to certain areas]
5. Church equipment, such as tables and chairs and print materials, 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. Some cleanup is required but specifics will be decided between the renting organization/individual and the designee.

8. Abusive or foul language, abusive or violent behavior, and drug or alcohol abuse are 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.

## **FACILITY RESERVATION REQUEST & AGREEMENT**

**Name of person(s) or organization requesting use of facilities:**

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**Date(s) & time(s) requesting:**

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**Space(s) requesting to be used:**

Worship Center \_\_\_\_\_

Fellowship Area (Lobby) \_\_\_\_\_

Conference Room/Classroom(s) \_\_\_\_\_

*Please list how many classrooms you'd like to use:* \_\_\_\_\_

**Contact Information:**

Address:

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City, State, Zip:

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Phone Number:

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Email Address:

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*If organization, please list website:*

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***Please state whether you are a:***

\_\_\_\_\_ Church Member

\_\_\_\_\_ Non-Member

\_\_\_\_\_ Church-Partner Ministry

\_\_\_\_\_ Non-Member Group/Organization

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

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**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. The purpose for which I am requesting use of church facilities will not contradict the church's 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 certificate of insurance for at least \$1,000,000 of coverage and any 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 deacons' 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 Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

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Name

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Date

## INDEMNITY & HOLD HARMLESS AGREEMENT

In consideration of the privilege of using the Harvest Community Church property at:

**6612. S Howell**

**Avenue Oak Creek,**

**WI 53154**

I/We \_\_\_\_\_(name/organization) agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of the said premises.

Further, we agree to indemnify, hold harmless, assume liability for and defend Harvest Community Church, its trustees, officer, members, and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and other sums which Harvest Community Church, its trustees, officers, members, and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by negligence or willful misconduct of Harvest Community Church or its trustees, officers, members, and agents while acting within the scope of duties of such relationship to Harvest Community Church.

I hereby certify that I have authority to sign this agreement for the person(s)/organization identified above.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)

## For Staff Use Only

Last Name	
Date of Rental	
Amount Due	
Cash/check	
Check #	
Received By	

## FACILITY USE SET-UP REQUEST

### WORSHIP CENTER:

Approximate number of people using the Worship Center: \_\_\_\_\_

Will there be a need to rearrange the seating area? YES / NO

Please indicate the number of tables needed on or in front of the stage area:  
*Black table coverings are provided for the 4-foot and 8-foot tables.*

**4-foot rectangle:** \_\_\_\_\_

**8-foot rectangle:** \_\_\_\_\_

**Round high-top:** \_\_\_\_\_

*Other requests for the stage area:*

**Podium/music stand:** \_\_\_\_\_

Please indicate the number of tables needed in the Worship Center for seating:  
*Table coverings are not provided.*

**8-foot rectangle (seats 8):** \_\_\_\_\_

**5-foot large round (seats 6):** \_\_\_\_\_

Will there be a need for the use of audio and visual projection? YES / NO  
*If yes, we will put in you contact with a Worship Coordinator to go over service details.*

Will you want your event livestreamed or video recorded? YES / NO  
*Note: There is an extra fee.*

Other requests for the Worship Center:

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**FELLOWSHIP AREA (LOBBY):**

Approximate number of people using Fellowship Area (Lobby): \_\_\_\_\_

Please indicate the number of chairs and/or tables needed in the Fellowship Area:  
*Table coverings are not provided.*

**Round wood tables (seats 4 - only four available):** \_\_\_\_\_

**5-foot large round (seats 6):** \_\_\_\_\_

**8-foot rectangle (seats 8):** \_\_\_\_\_

**Round high-top (for presenter/laptop):** \_\_\_\_\_

Will a TV be needed for presentations or viewing? YES / NO

Other requests for the Fellowship Area (Lobby):

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**CONFERENCE ROOM OR CLASSROOMS:**

*Please indicate the rooms needed and number of people using each space.*

**Conference Room (seats up to 12):** \_\_\_\_\_

**Classroom (seats up to 15):** \_\_\_\_\_

**Classroom (seats up to 40):** \_\_\_\_\_



Would you like the use of a SMARTBoard? YES / NO

Other requests for the Conference Room/Classrooms:

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**KITCHEN AREA:**

*Please note, the person(s)/organization using the space will be responsible for providing any disposable items needed including plates, napkins, cutlery, etc as well as beverages (excluding coffee).*

Will the kitchen facilities be used? YES / NO

Will you need the use of coffee makers? YES / NO

*The use of coffee pots, carafes, drink dispensers, and other kitchen dishes is available under the condition they are washed after use.*

Will you need the use of the stove? YES / NO

Other requests for the Kitchen Area:

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*Please note that all requests will be submitted to Harvest Community Church staff for approval.  
We will contact you with any further clarification and/or confirmation of your request.*