



## **FACILITY USE POLICY**

**1415 S TOPEKA ST – WICHITA, KS – 67211 – 316-262-3939**

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 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, 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; 1Thess5:22.)

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, 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. (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.
- 4.

## **FACILITY USE HOURS**

Facilities are available between the hours of 8:30 am-12:00pm and 4:00-8:30pm (Monday through Thursday) and 8:30am-12:00pm (Friday). Use outside these hours maybe approved by the pastor or official designee.

## **SCHEDULING EVENTS**

Facility use requests shall be made to IBC's Family Life Center Director by submitting a Building Use Request Form (online) and 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.

## **FEES**

Use of church facilities is subject to a use and maintenance fee of \$\_\_\_\_\_ to pay for the up keep of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings.

A deposit in the amount of \$50 is due upon approval of your date and must be submitted at least two weeks prior to your scheduled event date. In the event of a cancellation the deposit will not be refunded.

## **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 in classrooms, worship space not allowed without a lid and will be restricted to certain areas. No outside food or drink is allowed unless prior arrangements are made with the staff of Immanuel Baptist Church.
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: All spaces used by the visiting group must be left as found. Immanuel reserves the right to charge an additional fee for clean-up if necessary.
8. 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.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.
10. Any program arrangements such as music and entertainment must be cleared with the Family Life Center Director prior to your event.
11. Dancing is not permitted.
12. Groups must come and leave as a group. There are no exceptions unless specific approval is given by the staff of Immanuel Baptist Church.
13. The visiting group will be held responsible for any damages that occur to church facilities while the building is in use.

## **INSURANCE**

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$\_\_\_\_\_ and provide certificate of insurance. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

# CHURCH FACILITY RESERVATION REQUEST AND AGREEMENT

Name of person or organization requesting use of facilities: \_\_\_\_\_

Please circle whether you are a:

Church Member

Church-Sponsored Ministry

Non-Member

Group/Organization

Contact Information:

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the requested use is by an organization not affiliated with the church, 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe which church facilities you are requesting use of (including room numbers if possible) and the purpose for which you intend to use the facilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

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

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**I Affirm that:**

1. I understand that the church does not allow its facilities to be used in away 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 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 deposit in the amount of \$50 and a certificate of insurance, 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 pastor's approval, which is conditioned in part on my agreement to other 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. We also acknowledge that Immanuel Baptist church is not responsible in case of accident or personal injury resulting from facility use.
8. 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: \_\_\_\_\_

Name of Organization:

\_\_\_\_\_

Title of staff agreeing to terms listed above:

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