

REFORMED BAPTIST CHURCH
Facility Use Policy

1. The church's facilities were provided through God's benevolence and by the sacrificial generosity of the congregation. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory.
2. The facilities and grounds of Reformed Baptist Church (RBC) are available for the use of any member of the church. The church's facilities are not generally open to the public; however, we may approve use of our facilities by 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. Thus, non-members may be allowed use of the facilities and grounds of RBC at the discretion of the church on a case-by-case basis.
3. The use of the church's facilities 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 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.
4. The restrictions on use of the church's facilities are necessary for two important reasons.
 - a. The church may not in good conscience support or 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 infer support or material cooperation with that activity, and would be a grave violation of the church's faith and religious practice.
 - b. It is essential that the church present a consistent message to the community. Allowing its 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 the church strives to promote.
5. 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.
6. The Property Ministry Team is the church's approval authority for use of church facilities. If a requester wants to appeal a decision by the Property Ministry Team, the appeal may be submitted to the deacons for review. The Property Ministry Team will coordinate all requests for use with the Church Secretary for scheduling on the official church calendar as deemed appropriate by the Secretary.
7. Generally, priority of use shall be given in this priority to church-sponsored activities, organized groups affiliated with the ministries of the church, church members, non-members that regularly attend the church, then to potential public use.
8. The church facilities are available for use between the hours of 8:00 am and 10:00 pm. Use outside of these hours may be requested as an exception.

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9. Procedures and guidelines for a request for use.
 - a. A request for facility use form must be completed and submitted to the church for consideration of a request. Send the request via email to office@rbclewisburg.org or by mail to the church address (Attn: Facility use)
 - b. A request for use may be for either a single (one-time) use or recurring use (regular use over a period of time).
 - c. Members should submit the request at least 14 days prior to the date of a single use activity or start date of a recurring use activity.
 - d. Non-members should submit the request at least 30 days prior to the date of a single use activity or start date of a recurring use activity.
 - e. Non-members must meet the following prerequisites:
 - 1) Affirm that they will use the facility in compliance with the facility use policy by submitting and signing a request for facility use.
 - 2) Provide a certificate of liability insurance if a group or organization requests use of the facility. Provide proof of liability insurance coverage in the amount of at least \$100,000 if an individual requests use of the facility.
 - 3) Agree to hold the church harmless from any and all liabilities or claims made as a result of use of the facility by signing the request for facility use.
 - 4) Agree to leave the facility after use in the same condition as it was found.
 - 5) Agree to report any known damage caused during use and pay for repair costs.
 - 6) Complete and submit a marriage information form if requesting use of the facility for a wedding.
10. Facility use guidelines. Any individual or organization using the facility or grounds agrees to the following during the activity or each use.
 - a. Alcohol and drug policy. No alcohol or drugs may be consumed or served in any church facility or on church property. Any person that violates this prohibition will be required to leave the premises.
 - b. Smoking policy. Smoking is prohibited in any church facility or on church property.
 - c. Groups are restricted to only those areas of the facility that the group has reserved.
 - d. Food and beverages, except for water in closed containers, is not allowed in the auditorium .
 - e. Only RBC personnel may operate the A/V equipment in the auditorium.
 - f. Will comply with current church policy for use of the nursery.
 - g. Abusive or foul language or violent behavior are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
 - h. Animals are not permitted in church facilities or on church property, except service animals.
 - i. The use of church facilities or church property is prohibited from use by any commercial interest for the purpose of raising funds or to sponsor events requiring paid admission.

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11. Any individual or organization using the facility or grounds agrees to the following upon completion of the activity or each use.
 - a. Clean up the facilities used by the group.
 - 1) Church property and equipment must be returned to original placement, unless arranged otherwise prior to the event.
 - 2) Ensure all trash is picked up and in trash containers. Trash containers are emptied and the trash is taken out to the outside trash receptacles (next to the shed).
 - 3) Tables are wiped clean if used.
 - 4) Floors are swept and any spills are cleaned up.
 - 5) All trash is picked up in the bathroom and stalls and sinks are generally clean.
 - b. All interior and exterior lights are turned off.
 - c. Ensure all exterior doors are locked and pulled securely shut.
 - d. Report any problems, supply shortages, or damages to the church's event point of contact (POC) [or send the report via email to office@rbclewisburg.org]
12. Fees for use.
 - a. Use of church facilities and property by non-members or for non church-sponsored activities may be subject to use and maintenance fees to pay for the upkeep of church facilities. The fee schedule is as follows:
 - 1) Activities with a planned involvement of up to 50 people - no fee per use. A donation to the church is welcome.
 - 2) Activities with a planned involvement of 51 through 100 people - \$25 per use. Additional donations to the church are welcome.
 - 3) Activities with a planned involvement of 101 or more people - \$50 per use and a refundable security deposit of \$100. Additional donations to the church are welcome.
 - 4) Use of the A/V equipment in the auditorium - \$20 per hour.
 - 5) The security deposit is 100% refundable unless there is damage to the facility and/or equipment or insufficient clean-up. In the event of damage, the deposit will be applied toward the repairs required as a result of damage to the facility or equipment during use. In the event of insufficient clean-up, a custodial fee will be determined and deducted from the deposit.
 - b. All fees are payable in advance, prior to use.
 - c. The Property Ministry Team may waive selected or all fees at their discretion.