



Chester's First Baptist Church Facility Use Policy

(This form must be read & abided by the requestor for CFBC to consider granting permission for use of the facility. Your request will be addressed within 40 days of submission.)

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 the deacon body of Chester's First Baptist Church, 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 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 the deacon body of Chester's First Baptist Church 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 a.m. and 10 p.m. Any event held on Sunday afternoons must begin no earlier than 12:30 PM and be finished no later than 3:45 p.m. Use outside these hours may be approved by the Pastor or the Chairman of Deacons of Chester's First Baptist Church.

Scheduling Events

Facility use requests (*Church Facility Reservation Request and Agreement Forms* are available at "Chesterfbc.org, and on the bulletin board in the hallway by the Pastor's office) shall be completed and given to the pastor, chairman of deacons or church secretary. The event will be reserved and placed on the church calendar only when all applicable forms the pastor and the deacon body of Chester's First Baptist Church approves the use. The approval of the facility request may take up to 40 days. The Church Facility will be unavailable on the weekends prior to and immediately after Chester's First Baptist Church's Vacation Bible School.

Fees

Use of church facilities is subject to a use and maintenance fee of \$200 for the sanctuary and \$100 for the fellowship hall to pay for the upkeep of church facilities. A refundable security deposit of \$100 is also required to pay for any damages to the facilities. Events on Saturday that begin after 3 PM will require an extra fee of \$15. Church members are not required to pay a fee for usage or security deposit because maintenance of the facilities are derived from member tithes and offerings. Pastoral services and honorarium will be agreed upon by Pastor and those requesting to use the facility. Due to the scheduling of CFBC's ministries around your event, please be aware that REFUNDS WILL ONLY BE GIVEN IF CANCELLATIONS ARE MADE 30 DAYS PRIOR TO EVENT DATE.

Facility Use Guidelines

1. Alcohol Policy: No alcohol is allowed on the church property.
2. No smoking is allowed in the facility.
3. All decorations used shall be non-marring and moveable. The decorating shall be done so as not to interfere with regular or scheduled services or events, and under the supervision of the custodian. Please, no throwing of rice inside or outside of the church campus.
4. No decorations of any kind are allowed to be secured (ie., string, tape, sticky-tack, tacks, glue, etc.,) to the fellowship hall walls or ceiling.
5. Groups are restricted to only those areas of the facility that the group has reserved.
6. No food and beverages in classrooms, worship space.
7. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
8. All lights must be turned off upon departure.
9. Please leave the facility in the way you found it (functionality and aesthetically).
10. 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.
11. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

Insurance

For all non-church-sponsored events, the group or person (members excluded) using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000. Proof of liability insurance (FBC listed as an additional insured) must be on file with the church no later than seven (7) days prior to event. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Distribution: Requestor