

Building Usage Policy

Purpose: This Policy establishes requirements governing use of church buildings for non-church-wide functions, such as weddings, funerals, church organization meetings and functions, recreation activities, bible studies, concerts, plays and dramatic presentations, outreach ministries, civic organization functions, etc.

GENERAL USAGE REQUIREMENTS

The following rules govern use of the building(s) for functions other than weddings.

1. The activity or function must bring glory and honor to God and result in a positive Christian witness to the community. All those attending are expected to conduct themselves accordingly.
2. Use of the building must be approved by the Pastor and/or Deacons.
3. The building will only be reserved by persons or parties who are related in some way to members of the local church. Exception may be granted by the church body for the cause of community relations, on the recommendation of the Senior Pastor or the deacons.
4. Use of the building shall not conflict with other previously scheduled church functions.
5. There are no fees for use of the building by church members. Those using the building are expected to return the building to its former condition. If the member(s) using the building wish the custodial staff to clean the facilities they will make private arrangements with the custodial staff regarding remuneration for such service.
6. If the church body chooses to allow use of the building(s) for non-church related functions, the Pastor and Deacons will recommend requirements for such use to the church body for approval.

WEDDING POLICY

1. The church facilities are available for weddings to church members and the immediate families of church members without any contribution, except for the cleaning of the facilities.
2. The church facilities are available to non-church members who have an established relationship with the church (such as a regular attender, former member, or member of a sister congregation) as determined by the Pastor and Deacons. A contribution for the use of the church is suggested.
3. Church facilities are not available for weddings and related events to people who do not have an established relationship with the church.
4. The Pastor will participate in all weddings conducted in the church.
5. Ministers other than the pastor of the church may also participate in such weddings; however, such arrangements must be approved by the pastor prior to contact with the other minister.
6. Ministers in the church may only perform wedding ceremonies for those having the scriptural right to marry. Where divorce is involved, the couple anticipating marriage should consult the pastor about the relationship of this position to their particular situation.
7. The Pastor will interpret any parts of these guidelines and will determine procedure for any item that may come up that is not included herein.

8. Premarital counseling sessions conducted by the pastor will be expected of all couples. These sessions should begin as early as possible after engagement.
9. A custodial fee for additional custodial services will be required, to be determined as follows: a minimum of \$30 or \$7 per hour, whichever is greater. The minimum fee is to be paid five days in advance with any additional charge to be billed later.
10. The anticipated date and arrangements must be cleared with the pastor before the wedding is entered on the church calendar. An appointment should be made with the pastor for this purpose as early as possible.
11. Those using church facilities must accept full responsibility for any damage to the building or equipment incurred during that use. Access for the wedding party should be arranged with the Pastor or Deacon in charge.
12. It is the responsibility of the wedding party to see that all furnishings moved for any reason due to the wedding—whether in the sanctuary, foyer, or other facilities—are returned to their original order following the wedding.
13. No alcoholic beverages are to be used at any time in any way, nor are there to be any tobacco products used anywhere on the church facilities or on the church property. The bride and groom will make these rules known to all members of the wedding party.
14. All music used within the ceremony should be in keeping with the sacredness and dignity of a church wedding. This is especially true of any vocal lyrics.
15. All guidelines are subject to review by Pastor and Deacons.