

Facilities Use Policy Living Life Reformed Church

Purpose Statement

The church's facilities were provided by God's grace and by the 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. 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 the church's Statement of Faith and in other places. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Consistory is the final decision-maker concerning use of church facilities, for example, if there are questions or concerns regarding the use or the beliefs or practices of persons, groups, and organizations requesting use.

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 cooperation with that activity, and would be a violation of the church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 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 negative impact on the message that the church strives to promote. It could also cause confusion 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.

Approved Users and Priority of Use

Generally, consideration of priority will 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 also be made available to non-members or outside groups meeting the following qualifications:

1. Users 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. Users seeking facility use must submit a signed "Facilities Reservation Request" form.
3. Users seeking facility use must be willing to take responsibility for the facilities and equipment and pay a damage deposit (to be refunded if no damage has occurred).
4. If use is approved, users must sign a "Facilities Use Agreement" and must agree to abide by the church's rules of conduct for facility use, as stated below, and other guidelines, policies, and procedures contained herein or in other agreements, and as described in any additional instructions by church staff.

Facility Use Hours

Generally, the facilities will not be made available for use on Sundays before 1:00 p.m. and Wednesdays after 5:00 p.m. If cleanup is required after a Saturday event, then that event should conclude by 8:00 pm.

Scheduling Events

Facility use requests shall be made to the church Administrative Assistant outside of regular Sunday activities of the church by contacting the church's Administrative Assistant (church@livinglifereformed.org or 402-791-5800) to determine if the requested date(s) is/are available, and if so, submitting a "Facilities Reservation Request" form. Users desiring to reserve a wedding will also receive a Wedding Packet with information specific to wedding usage. The Administrative Assistant will inform users if their request has been approved or denied. The event will be reserved and placed on the church calendar only when the event is approved, and fees/deposits are received.

Estimated Usage Fees/Damage Deposit for Non-Members or Outside Groups

<input type="checkbox"/> Sanctuary	\$ 250
<input type="checkbox"/> Fellowship Hall	\$ 50
<input type="checkbox"/> Fellowship Hall Kitchen	\$ 50
<input type="checkbox"/> Educational Wing Classroom	\$ 50
<input type="checkbox"/> Family Life Center – Multipurpose Room	\$ 50
<input type="checkbox"/> Family Life Center – Kitchen	\$ 50
<input type="checkbox"/> Family Life Center – Classroom	\$ 50
<input type="checkbox"/> Custodial	\$ 100
<input type="checkbox"/> Sound Tech	\$ 75
<input type="checkbox"/> Visual Tech	\$ 50
<input type="checkbox"/> Damage Deposit	\$ 50

The above Usage Fees and Damage Deposit are only estimates and are subject to change if the use is approved. Final Usage Fees and Damage Deposit will be set forth in the Facilities Use Agreement. In addition to the Usage Fees, users will be responsible for any unanticipated custodial expenses or damages. There will generally be no charges for funerals, except as otherwise provided.

Members of the Living Life Reformed Church will not generally be charged a Damage Deposit or Usage Fee for use of the facilities, but will be responsible for any custodial expenses or damages that arise from use of the facilities. The church reserves the right to charge a Damage Deposit or Usage Fee when appropriate.

Facility Use Rules of Conduct:

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Users are restricted to only those areas of the facilities that have been reserved.
4. Clean-up is the responsibility of the users. Clean tables and return tables and chairs to their original placement, clean all counters, dishes, and equipment, used in the kitchen and returned to their original placement and vacuum floors, unless custodial services are arranged prior to the event. Any custodial expenses incurred due to improper clean-up will be the responsibility of the users and any items brought in should be removed from the church upon completion of the event or properly disposed of in the garbage.
5. 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.
6. Users must sign the "Facilities Reservation Request" form prior to reservation of church facilities and users consisting of non-members or outside groups must sign the "Facilities Use Agreement" if usage is approved.
7. Users must agree to abide by any other guidelines, policies, and procedures contained herein or in other agreements, and as described in any additional instructions by church staff.

Cancellations

Should the user need to cancel the scheduled event for any reason before the scheduled date, they should contact the Administrative Assistant ASAP, and any fees or deposits will be returned. LLRC reserves the right to cancel the use of the facilities at any time with full refund of deposits and/or all fees collected.

If there are any questions, please call the church office at **402-791-5800**.

If you have specific questions about kitchen use, please contact Patti Wieskamp (402-440-7612) or Peg Hartgerink (402-219-4077).

**Facilities Reservation Request
Living Life Reformed Church**

Name of person or organization requesting use of facilities:

Please state whether you are a: Church Member Immediate Family of Member
 Church-Sponsored Ministry Non-Member Non-Member Group/Organization

Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

If the requested use is from an organization, please list the organization name and address and insurance company name and contact information below:

Organization Name and Address:

Insurance Company Name and Address:

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

Please describe the **purpose** for which you intend to use the facilities:

What **date(s)** and **time(s)** are you requesting to use the facilities:

Describe any **Special Equipment** or **Special Personnel Needs**:

Check Facilities/Services requested:

<u>Facilities/Services</u>	<u>Estimated Usage Fee</u>
<input type="checkbox"/> Sanctuary	\$ 250
<input type="checkbox"/> Fellowship Hall	\$ 50
<input type="checkbox"/> Fellowship Hall Kitchen	\$ 50
<input type="checkbox"/> Educational Wing Classroom	\$ 50
<input type="checkbox"/> Family Life Center – Multipurpose Room	\$ 50
<input type="checkbox"/> Family Life Center – Kitchen	\$ 50
<input type="checkbox"/> Family Life Center – Classroom	\$ 50
<input type="checkbox"/> Custodial	\$ 100
<input type="checkbox"/> Sound Tech	\$ 75
<input type="checkbox"/> Visual Tech	\$ 50

Estimated Usage Fee: \$_____

The above Estimated Usage Fees are only estimates and are subject to change if the use is approved. Final Usage Fees will be set forth in the Facilities Use Agreement. In addition to the Usage Fee, users will be responsible for any unanticipated custodial expenses or damages and nonmembers will be required to submit a refundable Damage Deposit.

Members of the Living Life Reformed Church will not generally be charged a Damage Deposit or Usage Fee, but will be responsible for any custodial expenses or damages that arise from use of the facilities. The church reserves the right to charge a Damage Deposit or Usage Fee when appropriate.

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. 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 the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to approval, which is conditioned in part on my agreement to the requirements in the "Facilities Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. 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 facilities agree to resolve any disputes through Christian mediation.

Signature

Printed Name

Organization Name / Title

Date