

CANNON BEACH BIBLE CHURCH

CHURCH FACILITY USE POLICY

Statement of Purpose

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 always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups 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.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's doctrinal statement and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the elders as inconsistent with, or contrary to the church's faith or moral teachings. The elders, or their official designee, is the final decision-maker on whether a person or group is allowed to use 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. See 2 Corinthians 6:14; and 1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow 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 be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church 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 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. See Colossians 3:17.

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Statement of Purpose (continued)

Third, it is important to the church that the good news about Jesus Christ be shared. Groups using the facility may not remove, modify, cover, or otherwise prevent viewing of or access to materials posted or made available for distribution within the church or on church property.

It is the policy of the church that church leadership, as well as persons approved by the church leadership, have unrestricted access to people (including speaking and giving materials to those in the group using the facility, as well as their guests and visitors) in the parking lot, as people are entering and exiting the building, and at any other location or time on the property. In addition, church leadership, and designated persons, have unrestricted access to any location within the facility at any time, and unrestricted access to any person(s) at any location within the facility at any time.

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Approved Users and Priority of Use

Definition: “Church leadership” refers to the entire elder board. The elder board may designate the full-time elder, or other designated representative(s) of the elder board, to have authority to approve use of the facility in specified circumstances.

The church leadership must approve all uses of church facilities. Priority shall generally be given to members of the church, 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 in harmony 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 9 p.m. Use outside these hours may be approved by the church leadership or official designee.

Scheduling Events

Requests for facility use may be made to the church leadership by submitting the “Church Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the church leadership approves the use. Contracts for ongoing use of the facility require approval by the Elder Board.

Fees

Use of church facilities is subject to a use and maintenance fee to pay for the upkeep of church facilities. Church members shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member gifts and offerings.

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Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities, or on the church property.
2. Smoking Policy: Smoking is not allowed within church buildings or anywhere on church property.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms, worship space, or any other location outside of the kitchen/fellowship hall are not allowed unless arranged otherwise in writing prior to the event.
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. Users of the facility may not affix their locks or otherwise restrict access to any part of church property.
7. Clean-up – it is the responsibility of the group using the facility to clean-up the areas they've used to the satisfaction of the designated church representative.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
9. 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 using the facilities must have liability insurance coverage in the amount of at least \$5,000 no fault medical payments and \$3,000,000 liability coverage. Cannon Beach Bible Church must be named as an additional insured on the group's insurance policy for any liability damages arising from the group's activities on the church's property. A certificate of insurance showing that Cannon Beach Bible Church has become an additional insured on the group's insurance policy must be provided.

The user must also sign a “Church Facility Reservation Request and Agreement.”

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CHURCH FACILITY USE

Church Facility Reservation Request and Agreement – Page 1 of 4

Name of person or organization requesting use of facilities:

Please state whether you are a: Church Member Church-Sponsored Ministry
 Non-Member 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:

Church Facility Reservation Request and Agreement – Page 2 of 4

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

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

Weddings:

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:

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

We require that the bride and groom meet with a designated member of the church leadership before a facilities use agreement can be signed. At the discretion of the designated church leader, a series of pre-marital counseling sessions may be required.

Church Facility Reservation Request and Agreement – Page 3 of 4

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 for 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 \$_____, a certificate of insurance for at least \$_____ of coverage and naming the church as an additional insured, 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 church leadership's approval, which is conditioned in part on my agreement to the 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. The building user agrees to indemnify and hold harmless the Church against and from any and all claims by or on behalf of any persons, arising from the conduct of or management about the premises of the Church, or from any accident in or on the premises of the Church. The Building User will further indemnify and hold the Church harmless against and from any and all claims arising from any breach of default on the part of the Building User in the performance of any covenant or agreement on the part of the Building User, or arising from any act or negligence of the Building User, or any of its agents, contractors, servants, employees, or licensees, and from and against all costs, counsel fees, expenses and liabilities incurred in or about any such claim or action proceeding brought thereon. The Building User further shall defend at User's expense such action or proceeding by counsel reasonably satisfactory to the Church.

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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 dispute or disagreement through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature

Printed Name

Date