**Divine Shepherd Christian Community Facility Use Policy**

**Purpose Statement**

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 Statement of Faith 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 Council of Elders, 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 Council of Elders 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 “Divine Shepherd Christian Community Facility Reservation Request and Agreement” form. (see attached copy)
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.

Facilities are available between the hours of \_\_\_\_\_ a.m. and \_\_\_\_ p.m. Use outside these hours may be approved by the Council of Elders or official designee.

**Scheduling Events**

Facility use requests shall be made to Council of Elders by submitting the “Divine Shepherd Christian Community Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the Council of Elders or official designee approves the use.

**Fees**

Use of church facilities is subject to a cleaning and maintenance fee of $\_\_\_\_\_ to pay for the upkeep of church facilities. Church members are not required to pay a fee for cleaning because maintenance of the facilities are derived from member tithes and offerings.

**Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: smoking in any indoor church facilities is prohibited.

3. Groups are restricted to only those areas of the facility that the group has reserved.

4. Food and beverages are not allowed in the sanctuary area.

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.

7. Clean-up: All personal items shall be removed from property, and all trash

shall be placed in dumpster when finished with use.

8. 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.

9.Any person or group must sign the “Divine Shepherd Christian Community Facility Reservation Request and Agreement” form prior to reservation of church facilities. (see attached copy)