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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 constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor or his 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; 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 (see Core Beliefs). 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.

—The Elders of Mountain View

APPROVED USERS AND PRIORITY OF USE

The pastor or official designee must approve all uses of church facilities. Priority shall generally be given to events sponsored by staff and core ministry leaders. Priority shall next be shown to active members of the church, their immediate families, and Christian-based organizations supported by MVCC. Church facilities and equipment will also 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 9 AM and 9 PM, Mon-Sat. The hours for all requests must be approved prior to application acceptance. Usage outside these hours must be approved by the pastor or official designee. Large activities expecting fifty people or more may require additional special consideration.

SCHEDULING EVENTS

Requests for facility use are made by completing and submitting (drop off, mail, or e-mail) the "Church Facility Reservation Request and Agreement" forms. You may download these forms from our website or request the forms from Josh Bowen (josh.bowen@mountainviewcc.net). The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use. To check on the status of your facility use request, Josh Bowen using the email address above.

FEES

Security Deposit. *Upon approval of your facility use request, you will need to provide a security deposit in the amount of \$100.* This security deposit holds your spot on the church calendar. This deposit will be returned to you after the event barring no damage has been done to the facility. This money is forfeited if the event is cancelled within 14 days of the event. Events sponsored and led by MVCC Core Ministry leaders are not required to provide a security deposit.

Use. Use of church facilities is subject to a usage fee to pay for the upkeep and utilities of church facilities. (See schedule below for prices.) Events sponsored by staff and core ministry leaders or active church members leading not-for-profit events are not required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings. All non-member events and member for-profit events are required to pay the usage fees.

For-profit use of the MVCC facility is on a case by case basis and will be determined after the staff receives the request. The use must be in compliance with our shared beliefs statements.

# People	Student Center <u>OR</u> Worship Center	Student Center <u>AND</u> Worship Center
0-50 People:	\$75	\$150
50-100 People:	\$150	\$300
100-150 People:	\$200	\$400
150-200 People:	\$250	\$500

Usage Fee for Classroom Space (up to 15 people) \$50/per room

Cleaning. Use of the church facilities is subject to a cleaning fee of up to \$150 to pay for the cleaning of church facilities depending on the size of the event.

- \$50 for worship center and its foyer
- \$50 for student center and its foyer
- \$50 for kitchen and classroom usage (1-5 rooms)

Staff/Core Ministry Leader Sponsored Events: Events sponsored and led by a MVCC Staff/Core Ministry leader are not required to pay this fee, unless they choose this option. Core ministry leaders are required to follow a detailed cleaning schedule to prepare the space for the next event.

Members: Members who request space for non-church sponsored events such as birthday parties, yard sales, weddings, etc. are required to pay this fee if they do not clean the facility to Sunday morning standards following a detailed cleaning schedule.

Non-Members: Non-members are required to pay this fee. Non-members are required to return the facility to the condition they found it and others will come behind them to clean and set up the facility for the next event.

Audio/Video/Lighting Needs. Use of the church A/V equipment is subject to a fee of \$25 per hour for the use of a MVCC A/V/L Tech and equipment.

Staff/Core Ministry Leader Sponsored Events: Church sponsored events are not required to pay this fee, but the Core Ministry leader must work with the worship pastor to procure an approved A/V/L Tech to run the equipment.

Members/Non-Members: The MVCC staff's ability to find a willing and approved A/V/L Tech for your event will determine whether or not a request for A/V/L needs can be approved. (See A/V/L section in Church Facility Request and Agreement.)

CHILDCARE

Childcare must be staffed – no children can be left unattended at any time in our classrooms. Toys must be sanitized using disinfectant wipes.

FACILITY USE GUIDELINES

1. Alcohol Policy: No alcohol may be possessed or consumed in the church facilities or in the adjacent parking lots.
2. Smoking Policy: [e.g., smoking in any indoor church facility is prohibited.] You must clean up your cigarette butts in parking lot after functions.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in the worship center are not allowed (water only). In classrooms, food is discouraged. Please limit foods to foyers and fellowship hall (The Student Center). You must provide your own paper products and utensils.
5. Church equipment, such as tables and chairs, must be cleaned and returned to their original location, unless arranged otherwise prior to the event. No electronic A/V/L equipment can be used unless first requested on application and approved.
6. All lights must be turned off and doors locked upon departure.
7. Abusive/foul language, violent behavior, and illegal drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
8. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.
9. No animals except service dogs.
10. Outdoor grills must comply with fire marshal regulations and be located 15 feet away from the building.

INSURANCE

For non-church sponsored events, certain groups/organizations will be required to obtain liability insurance coverage in the amount of at least one million dollars. This is determined by the pastor and/or elders at the time of the request. For those not required to obtain liability insurance coverage, they must have a personal homeowner's insurance policy that provides coverage for this event. Please provide your personal homeowner's policy information in the space provided on the Reservation Request Form.

All groups/organizations must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Do I Pay This Fee?

Who	Security Deposit	Use	Cleaning	Audio / Video Stage Lighting (If Requested)
Staff/Core Ministry Leader Event	No	No	If Requested	No
Active Member Non-Profit	Yes	No	If Requested	Yes
Active Member For-Profit	Yes	Yes	Yes	Yes
Non-Active or Non-Member/Grp	Yes	Yes	Yes	Yes

Fees by Category

Security Deposit: \$100.00

Usage:

Number of People	Worship or Student Center	Worship and Student Center	Kitchen/Classrooms \$50 per room
0-50 People	\$75.00	\$150.00	
50-100 People	\$150.00	\$300.00	
100-150 People	\$200.00	\$400.00	
150-200 People	\$250.00	\$500.00	

Cleaning:

Worship Center: \$50.00
 Student Center: \$50.00
 Kitchen/Classrooms: \$50.00

Audio Video:

\$25 per hour (max)

Upon approval of your facility use request, you will need to provide a security deposit in the amount of \$100.

Usage, cleaning, and audio video fees are due to Mountain View Community Church no later than one week prior to the event.



Church Facility Reservation Request and Agreement

Personal Info:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Group/Organization You Represent: _____

Indicate whether you are a:

MVCC Member/Attender

Non-Member Individual

Non-Member Group/Organization

Homeowner's Insurance Provider: _____

Homeowner's Policy #: _____

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

Group/Organization Website: _____

Please list the names of the organization's office-holders and leaders:

Event Info:

List the date(s) and time(s) are you requesting use of facilities: Date: _____

Setup @ ____:____ Event Time: ____:____ - ____:____ Leave @ ____:____

Type of Event: For-Profit Not-For-Profit

Approximately how many people will attend (or your target attendance)? _____

Indicate which facilities you are requesting use of and write the intended purpose for their use (*for Classrooms – include the number needed*):

Worship Center - _____

Kitchen - _____

Student Center - _____

Classroom(s) - _____

Audio/Video/Lighting Support:

Please indicate whether you will use MVCC A/V/L equipment for this event:

Yes, I need MVCC audio equipment for this event

Yes, I need MVCC video equipment for this event

Yes, I need MVCC theatrical lighting for this event

No, I do not need MVCC A/V/L equipment for this event

No, I will bring outside A/V/L equipment for this event

In the scope of the entire event, when do you need an MVCC A/V/L Tech?

Tech Setup ____:____ During Event ____:____ - ____:____ Tech Teardown ____:____

Note: Only MVCC A/V Techs are permitted to run MVCC A/V equipment unless approved beforehand by MVCC staff or elders. The fee to use an MVCC Tech is \$25 per hour. The availability of the church facility will, in part, be determined by the availability of an A/V Tech should one be needed for this event.

Weddings:

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please the following information:

Bride (name & phone #):

Groom (name & phone #):

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:

The following is MVCC's beliefs about marriage. All marriages performed in MVCC facilities must stand in agreement with these beliefs. Please read and check the appropriate box below:

We believe that Marriage unites one man and one woman in a lifetime commitment to each other (Gen. 2:23-24; Matt. 19:4-6). Marriage provides for intimate companionship, pure sexual expression (Gen. 2:25; Eph. 5:31-33), procreation, and reflects the relationship of Christ and the church (Gen. 1:28; Prov. 5:15-19; 1Cor. 7:1-5).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thes. 4:1-8; Heb. 13:4).

We have read and agree with MVCC beliefs on marriage.
We have read and disagree with MVCC beliefs on marriage

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 ministry 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 \$50, a certificate of insurance for at least **\$1 Million (if applicable)** of coverage, 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 Pastor/Elder 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 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 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

Statement of Waiver of Liability and Assumption of Risk Related to Coronavirus/COVID-19

At Mountain View Community Church (MVCC), we want everyone who enters our doors to be safe and feel comfortable. We have taken extra measures for the wellbeing of everyone, however we cannot 100% guarantee your safety from COVID-19, nor other illnesses or accidents.

By attending any event or activity at MVCC, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your family may be exposed to or infected by COVID-19. You also acknowledge that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of yourself and/or others including, but not limited to: MVCC staff, elders, ministry partners, members, participants, and their families.

By attending any event or activity at MVCC, you agree to assume all the risks, waive liability against MVCC and any individuals associated with MVCC, and accept sole responsibility for any illness, injury, disability, or death to you or your family, including all claims that may arise as a result.

Printed Name

Signature

Date