



Steele Creek Church Facilities Use Policy

1. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of Steele Creek Church's facilities, ensuring they are used in a way that honors God, supports the church's mission, and maintains their condition for future use.

2. Scope

This policy applies to all individuals, ministries, and external organizations using any of the church's facilities, including but not limited to:

- Main Sanctuary
- Main Lobby & Meeting Rooms
- Classrooms & Training Spaces
- Kitchen & Cafe
- Outdoor Spaces & Parking Lot
- Audio, Video, and Lighting (AVL) Equipment

3. Ministry Events vs. Non-Ministry Events

Ministry events are activities organized by or in partnership with the church that align with its mission to spread the gospel, disciple believers, and serve the community in Christ's name. These events are Christ-centered, include elements of worship, teaching, prayer, fellowship, or outreach, and are designed to support spiritual growth and community impact. Examples include worship services, Bible studies, Life Groups, prayer gatherings, mission trips, discipleship programs, and outreach initiatives.

Non-ministry events are gatherings that take place at the church or involve church members but are not directly focused on spiritual growth or church mission. These events may include social, educational, or recreational activities that build relationships and community but do not have a primary religious or ministerial purpose. Examples include weddings, baby showers, community meetings, business conferences, or private celebrations.

4. Facility Use Approval & Request Process

All requests must be submitted through our Non-Ministry Event Request Form (www.steelecreek.org) or through our SCMinistry Event Form (Staff only) at least 2 weeks in advance. Once reviewed, our operations department will reach out to the "champion" of the event with a formal approval and will coordinate the pickup of access key, if needed.

Requests will be reviewed and approved by the operations department based on availability and alignment with the church's mission.

Community partners such as non-profit organizations who want to utilize our facilities will be taken seriously. However, they will go through our approval process and some additional information may be needed before approval.



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5. Priority of Use

Facility reservations will be assigned in the following order of priority:

- Church Worship Services & Regular Ministry Activities
- Church-Sponsored Events & Special Services
- Church Member Events (e.g., weddings, funerals, family gatherings)
- Approved External Events (e.g., community meetings, non-profit gatherings)

6. Event “Champion”

An adult shall be identified as the event “Champion” for all events. This is the person who will be the point of contact and will have full responsibility of the event and facility use.

The event “champion” will be in charge of picking up a set of keys and access card and making sure to know where all resources requested are stored. This can be done Monday to Thursday from 10 am to 3 pm after receiving the event approval.

A staff member shall be appointed as event champion for any Steele Creek Ministry events.

The event “champion” is responsible to follow all the guidelines listed below.

7. General Facility Use Guidelines

- All facility users are expected to respect the space and leave it clean and undamaged.
- Decorations must not damage walls, floors, or furniture and must be removed after the event.
- No equipment or furniture may be removed from church premises without written approval.
- Children must be always supervised by adults.
- No unauthorized entry into restricted areas (e.g., offices, storage rooms)
- Lights must be turned off, and all interior and exterior doors locked.
- Empty trash cans and replace trash can liners.

8. Audio, Video, and Lighting (AVL) Resources

- Only trained and approved AVL team members may operate AVL equipment.
- Ministries or events needing AVL support must coordinate with the AVL Team.
- Any damages or technical issues must be reported immediately to the AVL Team.

9. Kitchen & Food Service Use

- The kitchen must be left clean and sanitized after use.
- All trash must be disposed of properly in the dumpster located behind the large tent, all trash can liners must be replaced, and leftover food must be removed.
- Church-approved personnel must operate any commercial kitchen equipment.



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10. Prohibited Activities

Facilities may NOT be used for:

- Events that conflict with the mission and values of Steele Creek Church.
- Personal or commercial use without prior church approval.
- Alcohol, tobacco, illegal substances, or gambling-related activities.
- Any activities that may cause damage to church property or disturb the surrounding community.

11. External Events & Fees

- External events may require a facility usage fee to cover maintenance and utilities.
- A security deposit may be required for large events.
- An approved church facility coordinator or AVL technician must be present during events requiring technical support.
- Payment and service agreements must be completed before event approval.

12. Saturday Lobby Events – Facilities Fee

All non-ministry events held in the church lobby on Saturdays will incur a **\$200 facilities fee**. This fee must be paid in **cash or check** on the **day of the event** and submitted directly to the designated facilities coordinator or front office.

This fee covers:

- Floor cleaning
- Trash disposal and liner replacement
- Resetting and preparing the space for Sunday worship services

Failure to pay the fee or comply with facility cleanup standards may result in cancellation of future facility use privileges.

13. Security & Liability

- The church is not responsible for lost, stolen, or damaged personal property.
- Groups using the facility are responsible for any damages incurred during their event.
- The church reserves the right to deny or cancel reservations at any time if the event does not align with church policies.

14. Compliance & Consequences

- Failure to adhere to this policy may result in loss of facility use privileges.
- Repeated violations may result in further actions by church leadership.



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15. Change of Meeting Dates, Times and/or Locations

Once approved, space is guaranteed except in case of an unforeseen emergency or natural disaster. In such an emergency, Steele Creek Church may cancel the use of the facility without prior notice and will attempt to reschedule the event. If an emergency occurs during an event, the event may be terminated. Steele Creek Church is not responsible for any costs incurred due to event cancellation or termination resulting from an emergency or natural disaster.

If the Event Champion needs to cancel the event for any reason, they must submit a cancellation request through the original event request form. This ensures proper documentation and allows the church to update scheduling and resource allocation accordingly.

For facility reservations, questions, or concerns, please contact us at info@steelecreek.org

or call (704) 525-1133