

Stephens Valley Church

Facility Use Policy

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stephensvalleychurch.com

FACILITY MANAGEMENT GUIDELINES
FOR STEPHENS VALLEY CHURCH
- STATEMENT -

Church Facility Use Policy

Stephens Valley Church's ("SVC") facilities have been provided by God through people's tithes and offerings. The church desires that its facilities be used for bringing glory to God and connecting people to Jesus Christ through worship, discipleship and service. 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 to our community.

However, 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, church's bylaws and statement of polity. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's understanding of Holy Scripture or Its moral teachings. The Church Administrator, or his official designee, 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 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 SVC 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 and property.

Approved Users and Priority of Use

The Church Administrator, or official designee, 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 "Outside Event Request" 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.

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. 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, 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 requested, a certificate of insurance for at least \$1 million 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 the Church Administrator'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. Evidenced by my signature below, I affirm that I am an authorized representative of the organization also identified below.
8. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, I, and the organization I represent, which is requesting use of the church's facilities, agree to resolve any dispute arising from our use of those facilities through Christian mediation.

Name _____ Signature _____

Organization _____ Date _____

EVENT REQUEST GUIDELINES & PROCEDURES

All event requests by members or non-members must be sponsored by a ministry, align with the stated mission, vision, and values of Stephens Valley Church, and align with the goals of the sponsoring ministry. Unless stated within the approved application, the requesting organization does not have exclusive rights to the entire facilities and other events may be occurring at the same time in other areas of the facilities.

1. The staff member responsible for a particular ministry, if applicable, will be accountable for the activity complying with and conforming to the guidelines of this policy and all other policies of the church and for providing the necessary direction and supervision of the activity. It is the responsibility of the staff member to supervise, oversee and direct the activity of the individuals participating in the planning and conducting of the event. Thirty days before the event the sponsoring minister, ministry administrative assistant, outside organization representative will fill out the *Stephens Valley Church Outside Event Summary Agreement*. They will give the form to the Facility Administrative Assistant and Facility Manager for their approval. The Facility Department will keep the form in the event file. (Contact the Facility Department for a copy of the *Stephens Valley Church Outside Event Summary Agreement*.)
2. The sponsoring ministry staff member will designate a specific individual(s) to be the person(s) actively-in-charge of every event and notify the Church Administrator, or his designee, of their name. This designated actively-in-charge person(s) will be on site during the preparation, during the event, and during the after-event takedown for the purpose of accountability.
3. The *Stephens Valley Church Outside Event Evaluation* will be completed for all events with an attendance of over 100 persons by the sponsoring minister/ministry no later than 10 days after the event. The outside organization will fill out the *Stephens Valley Church Outside Organization Evaluation* no later than 10 days after the event. After both forms, have been filled out the forms will be turned in to the Facilities Management Office and will be available to the church for evaluation of future events. (Contact the church office for a copy of the *Stephens Valley Church Outside Event Evaluation Form*.)

The facility of Stephens Valley Church exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. If more than one request for facilities use is made for the same date, the order of priority is as follows:

1. Church programming, activities, events and ministries will always have first priority.
2. Church member requests, including weddings or funerals, will have second priority.

The philosophy of external or non-member groups requesting the use of SVC facilities must be consistent with the stated mission, vision, and values of Stephens Valley Church and must be sponsored by an SVC ministry.

Non-church events will not be placed on the calendar more than six months in advance without the approval of the Church Administrator, or his designee. Weddings will not be placed on the calendar more than 12 months in advance without approval of the Church Administrator, or his designee.

If a conflict arises between ministries that cannot be resolved, then the parties involved can appeal to the Church Administrator, or his designee.

All event requests must be submitted on the appropriate request form for consideration and approval before the event is publicized. It is the requesting party's responsibility to schedule and cancel event requests for their ministry group and for any groups their ministry sponsors. The Facilities Use Request Form must be fully completed including the sections on childcare, communications, facilities (room set-up & doors opened), security, café support and technical needs or it will not be considered. Requests will be scheduled on a "first come, first serve" basis but are subject to change based on the broader needs/goals of the church. The Church Office will notify the requesting party of any conflict or questions to arrange changes of times or rooms.

TIME OF USE

Normal Schedule: The facilities may be available for use on Monday-Friday from 8:00 a.m. until 9:00 p.m. and on Saturday from 8:00 a.m. to 8:00 p.m. Any facility requests for approved church holidays (listed below) must be approved by the Senior Leadership Team and may result in surcharges for rooms and support services. If the facility is needed outside the normal schedule, arrangements must be made at time of booking, which will result in a surcharge for rooms and/or spaces used.

HOLIDAYS:

New Year's Day (January 1)
Martin Luther King, Jr. Day
Good Friday (Friday before Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas Week (December 25- December 31)

GENERAL USE POLICIES

The following list is to be read, understood and adhered to by all users.

1. Facility Use Requests must be formally approved by the Church Administrator before they are added to the church calendar.
2. All users are to use only the rooms assigned due to the set-up, preparation, and clean-up for other events within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of the church. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
4. The event organizers assume liability for damage to church property and agree to submit a certificate of insurance for the facility or property usage listing Stephens Valley Church as the additional insured. A copy of the *Certificate of Insurance* is required to be attached to this Agreement, shall remain in force for the duration of the event, and Stephens Valley Church shall be named as an additional insured on the Certificate of Insurance.
5. An assigned custodian will be on duty during the time of building usage. This service is included in the room fee. This includes basic room set-up and clean up after the event. Additional services will be charged to the user on a cost recovery basis.
6. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. Stephens Valley Church assumes no responsibility for any equipment, merchandise or property left within the facility or on the property. This includes the shipments to and from the facilities and storage of equipment and merchandise.
7. If furniture or equipment is to be moved, it must be requested through the Facilities Use Request Form and approved by the Church Administrator, or his designee. Furniture must be moved exclusively by church personnel to prevent damage to the building and church furniture and equipment. It is not permitted to take and/or move tables and/or chairs from other rooms and/or areas of the church.
8. The furnishings and equipment (tables, chairs, etc.) owned by SVC are to be used exclusively for ministry functions of SVC. Musical equipment must be approved by the Director of Music Ministry. Damages are the financial responsibility of the group using the furniture

and equipment, and a security deposit may be required at the time of reservation. If damaged, arrangements should be made for replacement or repair by the user group satisfactory to the Church Administrator, or his designee.

9. No furniture or equipment may be removed or used away from the facility without the written permission and approval of the Facilities Management Office.
10. Media equipment, i.e., TV/DVD, projectors, screens, and/or AV equipment is subject to availability and approval and must be included in the request and agreement. Additional fees may be assessed for use of AV equipment.
11. Dining or the serving of food is limited to pre-approved designated areas.
12. Any publicity or promotion by the facility user must be approved by the Church Administrator, or his designee. In addition, signage required within the building should be coordinated with the church office.
13. No flyers, windshield advertising, or solicitation of any kind will be permitted on church property.
14. Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork.
15. There will be no decorations affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Facilities Management Office. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Church Administrator, or his designee.
16. All scenery or props must be free-standing. No nails, screws, or stage hooks may be used anywhere on the church premises, without the approval of the Church Administrator, or his designee.
17. Fire codes prohibit the use of candles: except for the use in worship services. At no time, should the user permit chairs, equipment, etc. to block or obstruct any aisles, entries, passages, halls, or openings required for the standard or emergency flow of people.
18. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed set-up time for an event. The main weekday entrances will be the doors near the administrative area. All other exterior doors will remain locked for the protection of the staff and children who may be present.
19. The transfer or assignment of permission to use church facilities to those other than the party with which this agreement was made is strictly prohibited.
20. Appropriate church staff shall, at any time during setups, rehearsals, performances, or take down, have immediate access to any area of the church facilities being used.
21. Church childcare facilities are not available to activities, events, programs, or classes that are not a "Ministry of the Church." Any exceptions (including weddings) must be approved by the Church Administrator, or his designee.
22. AV equipment in any performance venue must be operated by church technicians approved and trained by the appropriate church staff. Charges for these services will be added to usage fees.
23. The Church Administrator, or his designee, shall have the right to determine, require and procure the use of outside security and firemen in the event they are required, as determined at the sole discretion of Stephens Valley Church. Charges for these services will be added to usage fees.
24. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. No events shall be held that: promote anti-Christian values or teachings, teach anti-Christian doctrine, or endorse actions that oppose the church's statement of faith.
25. Report any maintenance problems and damages to the church office immediately.
26. Failure to honor the above regulations may result in additional custodial and/or restitution fees.
27. The Church Administrator, or his designee, shall inspect the facility to assess the condition of the building and equipment which was used to verify that rooms and furnishing were returned to proper order. If the condition of the building and/or equipment is not left in proper order, the sponsoring ministry will be assessed for the cost of additional cleaning or services required to restore to original condition.
28. Any exceptions to these policies must be approved by the Church Administrator, or his designee.

29. I affirm that I am an authorized representative of the organization identified below.

Print Organization Name: _____

Signature: _____

Representative of Organization

Date

Signature: _____

Stephens Valley Church Administrator

Date

Hold Harmless Agreement for Non-Members

In consideration of the permit to use the Stephens Valley Church facilities herein before described, the undersigned user hereby agrees to indemnify, defend, and hold Stephens Valley Church harmless from and against any claims, actions, or demands alleging that Stephens Valley Church has any liability to any third party arising from the subject use of the facilities. Stephens Valley Church is not liable for any direct, indirect, incidental, special, or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to Stephens Valley Church, its members, agents, employees, successors, and assigns.

Signature: _____

Non-Member/Organization Representative

Date