



# LIFE COMMUNITY CHURCH

## LIFE COMMUNITY 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 the 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 agrees 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

### Life Community Marriage and Sexuality Policy

Our statement of faith, the Baptist Faith and Message 2000, expresses our fundamental Biblical conviction that Christian marriage is defined as "the uniting of one man and one woman in covenant commitment for a lifetime." (Section 18 of Baptist Faith and Message 2000)

We believe that the Scripture teaches that sexual intimacy should only occur between a man and a woman who are married to each other and that a man a woman should not engage in intimate sexual activity outside of marriage. We believe that Scripture also teaches that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, incest, any attempt to change one's sex, disagreement with one's biological sex, pornography is sinful and offensive to God.

However, we believe that Scripture requires that every person should be shown compassion, love, kindness, respect, and dignity. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

As a local church, we believe that wedding ceremonies on church property are spiritual acts of worship of the God who created this divine institution. As such, weddings on church property shall be officiated by one or more ordained ministers of the Gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and /or legally qualified to marry. Such determinations may be made by the pastor, church council, or The Fellowship and Facilities Team subject to the direction of the church.

Weddings on LCC premises will only be performed by our pastor or designated person approved by LCC's pastor or church council. Couple must have read and agreed to said pastors' personal marriage policy as well as LCC's Marriage and Sexuality Policy, prior to being able to be considered holding wedding on LCC premises. The wedding order of service must be reviewed and approved by LCC pastor.

No minister or employee of the Church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7

### **Approved Users and Priority of Use**

The pastor or official designee 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 9:00 AM and 9:00 PM. Use outside these hours may be approved by the pastor or official designee. Facilities are not available when services are being held.

### **Scheduling Events**

Requests for facility use may be made to the administrative assistant, via email for LCC team-based Ministries and by submitting the "Church Facility Reservation Request and Agreement" form for all other uses. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use. Non-church related events, other than weddings, may not be scheduled more than 90-days in advance.

### **Fees**

Use of the church facilities is subject to a fee, depending on use and number of rooms utilized. With the exception of weddings, building/rooms may be reserved up to 90-days prior to the event. Weddings may be reserved 12 months prior. Outside groups must provide proof of insurance to Life Community Church at the time of the reservation. These fees help to pay for upkeep, maintenance, and restocking of incidental supplies. For personal usage (member only personal usage except in case of Weddings) or for-profit business usage the following fees apply:

Building/Area	Member	Non-Member
GYM (Recreation) Building	\$50 suggested donation	\$75.00

### **Key Points**

Priority shall generally be given to ministry team church/events, members of the church, and organized groups that are LCC supported/approved ministries. Church Member reserving for private use are required to pay fees as listed above. All local nonprofit organizations will be excluded from fees but will need to review and complete reservation request and agreement, provide proof of insurance, and be approved by pastor or official designee.

### **Usage of LCC Property**

Personal usage of Life Community Church property (i.e. tables, chairs etc.) will be granted to LCC members only on a case by case basis. Items will be free of charge pending approval from the ministry team that the item belongs to and/or trustees. Requests must be submitted in writing via usage form (attached) to the administrative assistant (who will then forward to the appropriate ministry team or Trustees.) Items must be returned to LCC at the agreed upon time in the same condition they were borrowed in. LCC trustees have the right to approve/deny usage of LCC property for personal use at any time. All LCC property is first priority for LCC sponsored events.

### **WEDDINGS AT LIFE COMMUNITY CHURCH**

	Member	Non-Member
<b>WORSHIP CENTER RENTAL</b>	\$250	\$500
Wedding Coordinator (Fellowship team member)	\$50	\$100
Custodian	\$50	\$100
Sound Technician from LCC	\$50	\$100
Security Personnel	\$50	\$100
Security Deposit (Refundable)	\$50	\$100
<b>Total</b>	<b>\$500</b>	<b>\$1000</b>
<b>RECEPTION</b>		
Recreation building w/ kitchen	\$0	\$50
Custodian	\$50	\$50
Security Personnel	\$0	\$25
Security Deposit (Refundable)	\$50	\$50
<b>Total</b>	<b>\$100</b>	<b>\$175</b>

<b>REHEARSAL</b>		
Worship Center Rental	\$0	\$50
Wedding Coordinator	\$25	\$0
Custodian	\$25	\$25
Sound Technician from LCC	\$25	\$25
Security Personnel	\$25	\$25
<b>Total</b>	<b>\$100</b>	<b>\$125</b>
<b>REHEARSAL DINNER</b>		
Recreation building w/ kitchen	\$0	\$50
Custodian	\$25	\$25
Security Personnel	\$25	\$25
<b>Total</b>	<b>\$50</b>	<b>\$100</b>

**For weddings, security deposit** (and contract) is due at time of booking. **Fee in its entirety is due at least 90 days prior to the event.** Fee will be refundable if event is canceled **at least 60 days** prior to event.

### **Life Community Church Facility Use Guidelines:**

These and other optional policies as determined by the church.

1. Alcohol Policy: No alcohol may be brought onto or served in church facilities or on premises.
2. Smoking Policy: Smoking in any indoor church facility is prohibited. We encourage you not to smoke on the premises. If you choose to do so, please do it in a designated area and keep the area clean.
3. Groups are restricted to only those areas of the facility that the group has reserved. Do not allow adults or children to wander through the building(s).
4. Food and beverages in classrooms and/or worship spaces are restricted to certain areas.
5. Church equipment such as tables and chairs used during an event/meeting must be returned to original placement unless arranged otherwise prior to the event.
6. A walk-thru inspection will be completed on the next business day and the key will be returned to the administrative assistant during regular office hours (7:30 AM-3:30 PM, M-F). All lights must be turned off and doors locked upon departure. Please ensure you double check the doors to make sure they are closed tight and locked.
7. Clean-up is the responsibility of the group or individual using the facility. Clean-up entails trash removal, vacuuming carpets, cleaning hard surface floors, and cleaning of table tops and chairs.
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 premises.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement" form and provide proof of insurance prior to reservation of any church facilities.
10. Weddings on LCC premises will only be performed by our pastor or designated person approved by LCC's pastors. Couple must have read and agreed to said pastors' personal marriage policy as well as LCC's Marriage and Sexuality Policy, prior to being able to be considered holding a wedding on LCC premises.
11. As a local church, we believe that wedding ceremonies on church property are spiritual acts of worship of the God who created this divine institution. As such, weddings on church property shall be officiated by one or more ordained ministers of the Gospel. The church may decline to make its facilities or ministers available for any wedding or reception if it is determined that one or both of the parties are not biblically and /or legally qualified to marry. Such determinations may be made by the pastors of Life Community Church. Wedding order of service must be reviewed and approved by LCC's pastors or designated person approved by LCC's pastor or church council.
12. 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. LCC holds the right to refuse use of buildings and premises for anything that does not biblical align with our beliefs and teachings.
13. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.



# LIFE COMMUNITY CHURCH

## Facility Reservation Form

Person or Organization requesting use of facilities: \_\_\_\_\_

Please state whether you are a:

- **Church Member** Private Use
- **Church Member** LCC-supported Ministry
- **Non-member** Private
- **Non-member** group/non-profit
- **Non-member** business/for profit

Contact: \_\_\_\_\_

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:

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

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**Please note: Weddings on LCC premises will only be performed by our pastor or designated person approved by LCC's pastor or church council. Couple must have read and agreed to said pastors' personal marriage policy as well as LCC's Marriage and Sexuality Policy, prior to being able to be considered holding wedding on LCC premises.**

If you are requesting the 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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

List the name, contact information, and religious affiliation of the person officiating the wedding (if applicable)

\_\_\_\_\_

\_\_\_\_\_

Describe the marriage preparation, counseling or training undertaken by the bride and groom:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list how are you connected with LCC: \_\_\_\_\_

**\*\*Please note for all weddings at least one LCC Trustee, Fellowship and Facilities Team member or appointed person will be present.\*\***



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 of to become aware of to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which are 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 rental fee in the amount of \_\_\_\_\_ and any other fees required by the church.
5. Entire fee (and contract) is due at time of booking. Entire Fee will be refundable if the event is canceled at least 60 days prior to the event. For weddings, security deposit (and contract) is due at time of booking. Fee in its entirety is due at least 90 days prior to the event. Fee will be refundable if the event is canceled at least 60 days prior to the event.
6. 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 pastor's or a designated member's approval (i.e. Trustee) 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.
7. I understand that I will be responsible for any damages to the church facilities resulting from the proposed use of the facilities.
8. I understand that I will pay all damages resulting from use while I am renting the facility within 30 days.
9. I understand that I will return the facilities to the same appearance that I find them—replacing all furnishings to where they were, removing all trash to the dumpster, removing all items you bring to use for your function, and leaving the area clear and clean.
10. I understand that I may be charged for additional cleaning of \$50 if the facility is not returned to the same condition as when I rented it. This includes: replacing all furnishings to where they were, removing all trash to the dumpster, removing all items you bring to use for your function, and leaving the area clear and clean.
11. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew chapter 18 and 1 Corinthians.
12. Accordingly, users of the facility agree to attempt resolution through Christian meditation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.
13. I understand this is a binding contract and will treat it as such.

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Signature

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Printed Name

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Today's Date



# LIFE COMMUNITY CHURCH

## Equipment Loan Reservation Form

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_ Purpose/Use: \_\_\_\_\_

Date equipment is to be picked up: \_\_\_\_\_

Date of event for which equipment is needed: \_\_\_\_\_

Date equipment is to be returned: \_\_\_\_\_

It is agreed and understood that any equipment loaned will be returned in as good of condition as when equipment was received and that any damages will be the responsibility of the borrower who will pay for required repairs or replacement. It is understood if equipment is damaged or broken, the borrower is responsible for paying current market price to replace the item within 30 days. It is understood that said loaned equipment will be returned no later than borrower certifies. By signing below it is noted that the equipment received is in good condition (any exceptions are to be noted and signed on the reverse side of the form).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

-----Church use below this line-----

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*please note approval must be from the team leader of the team the equipment falls under. \*\***

Equipment checked out by: \_\_\_\_\_ Date: \_\_\_\_\_

Are any damages noted: \_\_\_\_\_

Equipment checked in by: \_\_\_\_\_ Date: \_\_\_\_\_

Are any damages noted: \_\_\_\_\_

**Life Community Church  
Indemnity and Release Form**

I, the undersigned, wish to voluntarily participate in the \_\_\_\_\_ (activity). In consideration for being permitted to participate in the \_\_\_\_\_ (activity), in the city of \_\_\_\_\_, the state of \_\_\_\_\_, and country of \_\_\_\_\_, beginning the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, the undersigned, fully recognizing the dangers and hazards inherent in the \_\_\_\_\_ (activity), and any related transportation, including personal injury, property damage, or wrongful death, as well as the unknown dangers and hazards which may arise in the course of my participation in the \_\_\_\_\_ (activity), do hereby voluntarily:

Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge, to the broadest extent allowed by law, Life Community Church, its trustees, officers, employees, agents, insurers, successors, assigns, from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death that may result from my participation in the above \_\_\_\_\_ (activity).

I have read this release, I understand it fully, I understand that it is legally binding, and I understand that, among other things, I am agreeing to indemnify Life Community Church, for injuries, damages or losses I may cause and giving up rights to sue Life Community Church for injuries, damages or losses I may incur.

\_\_\_\_\_  
Printed Name (Participant)

\_\_\_\_\_  
Signature of Participant