

Bethel Community Church Facility Usage Policy

The policy for management of Bethel's facilities is intended to ensure orderly access by first, the church program of ministries; second, members of the church; third, regular attenders; and finally, the broader Christian community and our local community. *Fees may be assessed in certain instances to cover full or partial expenses of an event.*

When you use the building, two simple rules of thumb should guide you:

- *This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory, but do your best to take care of it.*
- *When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry!*

Facility Use Philosophy

Bethel Community Churches 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, the church's constitution and bylaws and position papers. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings.

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 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.

General Facility Policy

1. **Members and regular attenders are asked to do set-up, take down and cleanup of the area used.** (See Trustees for instruction.) *A fee will be assessed by the Trustees in the event excessive or unusual clean-up is required (after the event) on the part of the church personnel.*
2. We encourage the use of rooms as they are set up; Requested room layouts different than the standard set-up will require caretaker fees. Rooms must be returned to the original layout (diagrams will be posted within each room.) 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. **ABSOLUTELY NO:**
 1. No alcoholic beverages on church property;
 2. No smoking in the church building;
 3. No decoration may be taped, tacked, or otherwise fastened to church furniture or walls. Flowers / bows can be attached to the pews with rubber bands. Flowers or plants may not be placed on the piano;
 4. No rice confetti or birdseed may be thrown on church premises. Bubbles are permitted outdoors only;
 5. No furniture (includes choir chairs, drums, & piano) may be removed from the sanctuary without permission, except for the lectern;
 6. No placing of candles on the pew, in the aisles, directly on furniture, ledges, sills, or carpet. Dripless candles are required throughout the facility. Please consult the wedding coordinator regarding any use and placement of candles.;
 7. No food in the Sanctuary;
 8. No taking church equipment from the premises without permission for personal use (includes all tables and chairs);
 9. No DUCT TAPE on gym floor;
4. The use of snacks with children must be supervised by an adult.
5. Furniture, materials, and equipment taken from other areas (such as church tables and chairs) must be returned to their proper areas.
6. The gym floor covering must be laid for any function held in the gym (unless exception is granted by the Trustees). Cost is included in facility cost for the gym.
7. Candles may only be used with great caution – wax causes considerable damage to gym floor finish.
8. We request respect for other programs using the building at the same time.
9. Ministry leaders must provide for adult supervision of children during an event held in the building. Rooms used for childcare must also be requested and approved before the event.
10. Doors of rooms not requested (and approved for use) must remain locked.
11. Saturday evening events must be cleaned up, finished and *out of the building* by 10:00 pm.