



## COMMUNITY CHAPEL OF HESSTON CHURCH FACILITY USAGE POLICY

5789 ORCHARD ROAD, HUNTINGDON, PA 16652  
OFFICE HOURS: 9:30 AM – 3:30 PM    PHONE: (814) 658-3419

### 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 may make our facilities available to nonmembers for special occasions 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 Board of Elders as inconsistent with, or contrary to the church's faith or moral teachings. The Board of Elders is the final decision-maker on whether a proposed function is allowed in 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 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. This policy applies to all church facilities because the church sees all of its property as set apart for the worship of God. (See Colossians 3:17).

### Approved Users & Priority of Use:

The Board of Elders or Board of Trustees 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 may be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their 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 6 PM, Monday through Saturday. Use outside these hours may be approved by the Board of Elders or Board of Trustees.

### **Scheduling Events:**

Request for facility use may be made to church secretary or Board of Trustees by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the Board of Trustees or Board of Elders approves the use.

### **Security Deposit:**

Church members shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offering. The church may also wish to require a refundable security deposit to pay for any damages or necessary clean up to the facilities.

### **Facility Use Guidelines:**

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: All smoking inside church facilities or on church property is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food & Beverages are restricted to certain areas of facility.
5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Clean-up (*Please take note of Church Cleaning Procedure attached to this form*)
8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.



## CHURCH FACILITY RESERVATION REQUEST & AGREEMENT:

**Name of person or group requesting use of facilities:** \_\_\_\_\_

**Circle which applies to you:**    CCH Church Member      Church Organized Activity      Attends CCH Regularly      None

**Contact Information:**

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

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

---

---

---

**Any additional equipment/supplies you wish to use:** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**If you are requesting 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:**

---

---

---

---

**Please list the name, contact information, and religious affiliation of the person officiating the wedding:**

---

---

---

---

**I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith and belief.
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 of to church staff.
3. I or the organization I represent who is requesting use of the church facilities will not profess or proclaim beliefs in which contradict the church's faith, and that I commit to promptly disclose any potential conflict for which I am aware or become aware of 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 \$100. Additionally, non-members will need to provide a security deposit in the amount of \$500 and may also be required to submit a certificate of insurance for at least \$1,000,000 of coverage naming Community Chapel of Hesston as additional insured.
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 Board of Elders or Board of Trustees 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: \_\_\_\_\_

## **CHURCH CLEANING PROCEDURE:**

- 1. All counter surfaces will be wiped and disinfected.**
- 2. Gym floor will be dry mopped and spills will be wet mopped.**
- 3. Kitchen floor needs to be swept and wet mopped.**
- 4. Any trash needs to be taken out of the building and deposited in the dumpster behind the kitchen.**

*Cleaning supplies are located in the kitchen utility room. Buckets, mops, brooms, and cleaners will be returned to this area after use.*

*Please leave the facility cleaner than you found it to ensure a positive experience for everyone using it next.*

*Should you for any reason have a question or concern, please call our Facilities Manager,*

*Nick Knabale at (814) 644-1810 and leave a detailed message.*

