



# Facility Use Policy

## Five Points Community Church

### Updated August 9, 2018

#### **Purpose Statement**

The facilities of Five Points Community Church were provided through God's benevolence and by the sacrificial generosity of our church members. We desire our facility be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make them 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 in practice.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with or contradict, or are deemed inconsistent with Five Points' faith or moral teachings, which are summarized in—among other places—our constitution and bylaws. 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 a gift from God and intended to be used for His praise and the advance of His purposes (Col 3:17). The pastor, 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, Five Points may not in good conscience materially cooperate in activities or beliefs that are contrary to our faith. Allowing our 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 (2 Cor 6:14; 1 Thess 5:22). Second, it is very important that Five Points 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 Five Points strives to promote. It could also cause confusion 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 the facilities.

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

The Ministry Administrator 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 only be made available to non-members or outside groups who affirm their beliefs, practices, and

planned use of the facilities are consistent with the church's faith and practice. All requesting to use the facility must meet the following qualifications:

1. The group or person seeking facility use must submit a signed ["Church Facility Reservation Request" form](#) (physical or electronic) **at least two weeks in advance** of the desired use date.
2. The group or person seeking facility use must sign a Facility Use Liability and Indemnity Waiver.
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.

### **Scheduling Events**

Facility use requests shall be made to the Ministry Administrator by submitting the "Church Facility Reservation Request and Agreement" form on the church website (5pointsc.org) **at least two weeks in advance** of the desired use date. The event will be reserved and placed on the church calendar only when the Ministry Administrator approves the use. While the desired rooms and setup should be specified on the form, the Ministry Administrator and Head Custodian may make changes to the final setup for the purpose of accommodating other church ministries using the building. Should such changes be deemed necessary, the requestor will be notified as soon as possible.

### **Fees**

Assuming the requested rooms are available, use of the facility by any ministry of the church sanctioned by the elders will be permitted at no cost. Use of the facility by members for private use on weekdays may be subject to certain fees (custodial, sound/video tech, etc.) depending on the type of event. In the case of funerals and weddings, fees will be assessed in accordance with the church's funeral and wedding policies. Because the cleanliness of the building must be ensured for Sunday, members will be charged a custodial fee for facility use on Saturdays. The fee will be assessed based on the size of the event:

15-25 people: \$50  
26-50 people: \$75  
50-100 people: \$125

For non-members or outside groups, once a date has been scheduled and approved by the Ministry Administrator, a \$200 deposit must be submitted unless negotiated elsewhere in writing. After the event, this deposit will be either refunded or applied to the expense(s) of replacing any borrowed supplies or for rental fees of available linens or candles.

### **Expectations for Those Using the Facility**

As set forth in the purpose statement, the church facilities have been graciously entrusted to us by God as a stewardship. Therefore, all property, resources, and equipment are to be utilized and cared for in a manner consistent with this fact. Everyone using the facilities, whether staff, members, non-members, or outside groups, is expected to do so in a God-honoring manner reflecting the utmost respect and care. Additionally, while the custodial staff will ultimately

ensure the cleanliness of the building, those using the facility are responsible for general cleanup of any areas they reserve (i.e. the spaces used should be left in the condition it was prior to use). This includes but is not limited to: placing all trash in receptacles, returning any moved items to their original position, removing any brought items, ensuring lights are switched off, and erasing whiteboards.

### **GENERAL POLICIES**

- The use of tobacco products and alcoholic beverages are not allowed in the facility or on the grounds.
- Dancing is allowed in church facilities. Club-style dancing is not permitted.
- All music played should reflect the standards of excellence, honor, & propriety.
- All forms of gambling are not permitted on church property.
- With the exception of bona fide service animals, pets are not permitted inside the facility.
- Carrying a gun or other weapon on the premises without the permission of the elder council is strictly prohibited.
- Inappropriate dress and behavior and profane or vulgar language are unacceptable.



## Facility Use Liability and Indemnity Agreement

I, the undersigned, am authorized to contractually represent \_\_\_\_\_ (hereafter known as "GROUP") and hereby voluntarily enter into this agreement as a condition of being permitted to use the facilities of Five Points Community Church (hereafter known as "FPCC"), located at 3411 E Walton Blvd, Auburn Hills, MI 48309. The GROUP agrees to release FPCC and its staff from all claims, demands, causes of action, damages or suits at law of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, theft, and loss of services, related to or occurring during the GROUP's presence at and usage of the facilities. Should a lawsuit be brought against FPCC in violation of this agreement, the GROUP agrees to protect and defend FPCC against such a claim and to reimburse FPCC for all expenses (including attorney's fees) incurred by FPCC in defending itself against such a claim.

The GROUP also agrees to provide continuous and adequate adult supervision for minors involved in any GROUP event held on FPCC property, to compensate FPCC for any damages resulting from the GROUP's use of the facilities, and to follow any directives given by FPCC staff regarding use of the facilities. The GROUP may be required to provide proof of liability insurance in connection with its use of the facilities. The GROUP acknowledges that FPCC may revoke access to the facility at any time and for any reason. The GROUP further acknowledges that the facilities are unsupervised and are used entirely at the GROUP's own risk.

The GROUP attests it has fully read, understood, and agreed to be bound by this agreement and the current FPCC Facility Use Policy.

_____ (GROUP)	Five Points Community Church (FPCC)
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____