



CALVARY BIBLE CHURCH

FACILITIES USAGE POLICY:

PURPOSE:

Calvary Bible Church (CBC) is to be a place where, with God's help, each person has a growing passion to love and follow Jesus Christ, characterized by a deepening knowledge of God, involvement in biblical community, and participation in efforts to reconcile others to the Lord. Fulfilling this vision includes honoring God by making more disciples for Jesus Christ. We believe that our buildings can play a large role in fulfilling this purpose. This can be accomplished through the use of our facilities for church ministries, but also by allowing use of the building to "outside" organizations can provide a witness with a positive experience that introduces them to CBC and the Lord.

USE CATEGORIES:

In order to fulfill the mission of CBC, the following categories have been established for use of the facilities.

- A. Church ministries, including church activities, church banquets, weddings, funerals. Groups and events closely affiliated and supported by CBC, and other mission organizations supported by CBC financially or through involvement of CBC members.
- B. Church members – for special family and personal purposes other than weddings and funerals. Church organizations – that share the values and philosophy of ministry, but are not directly affiliated with CBC.
- C. Schools, civic organizations and non-profit organizations which are not necessarily Christian, but whose programs are not antagonistic to Christian values. This includes programs run by church members or regular attendees which are primarily for the benefit of children, youth, the elderly or disadvantaged.

The use of CBC facilities for all events must be scheduled through the pastor and deacons using the appropriate forms and procedures. All events should be scheduled as far in advance as possible. Category "C" groups will need an insurance certificate if the usage falls outside of the mission of the church or there is any risk associated with the program. CBC must be "Named Additionally Insured" in these circumstances and the group must complete the Church Facility Usage and Hold Harmless Agreement.

There will be no charge for CBC ministries involving categories "A" and "B." Use category "C" will be asked to cover custodial fees and/or AV services. We suggest a donation to defray other costs (utilities, etc.) associated with the use of the buildings.

USE GUIDELINES:

Use of these facilities is a privilege not a guarantee; this is in an effort to be good stewards of all that God has provided.

1. Smoking, drugs and/or the use of alcoholic beverages is not permitted in any area of the church property.
2. The use of open flames or candles is prohibited. Special occasion use of no drip candles may be permitted, but only with specific written approval. Drip catcher discs must always be used.
3. Dancing on the premises is prohibited.
4. No nails, thumbtacks, or tape is to be used on the walls, floors or windows. Only adhesive, such as painters tape, may be used to hang poster, announcements, etc.
5. The organizer of the event is responsible to see that everything is left in a "neat and tidy" condition and everything is returned to its place. Trash generated by the user will be disposed of by the user.
6. The group is responsible for their own setup before the event and tear down after, unless other arrangements have been made with the deacons.
7. Users will be responsible for any damage done to CBC property and assume liability for injuries to persons attending the event.



**CALVARY BIBLE CHURCH
FACILITIES USAGE AGREEMENT:**

AGREEMENT:

Agreement made (mm/dd) _____, 2017 by Calvary Bible Church, herein called “church,” and _____ hereafter referred to as “user.”

Church agrees hereby to provide the facilities and services hereinafter detailed to USER for the Event described herein, upon all the terms and conditions of this agreement.

EVENT INFORMATION:

Description of Event: _____

Date: _____

Time of Event: Start: _____ End: _____

Arrival time for set up/decorating: _____

Departure time: _____

Rooms involved:

Sanctuary

Kitchen

Gym (Fellowship Hall)

Entire Church

Reference: (CBC Member) _____