

# Graceland Church Recreation Facilities Use Policy

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## Facility Purpose Statement

The Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Church property is consecrated and set apart to worship God, and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, the Church makes its facilities available to approved members and non-members on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The Church's facilities may not be used for activities that contradict, or are inconsistent with, the Church's beliefs, as summarized in the Church's statement of faith. This restricted facility use policy is necessary for two reasons:

First, the Church may not in good conscience, materially cooperate in activities or promote beliefs that are contrary to its faith (Reference: Graceland Baptist Church -Constitution and Bylaws).

Second, the Church must present a consistent public witness to the community through its stewardship of its property.

Allowing facilities to be used by those 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 and could cause confusion and scandal to Church members and the community. Therefore, only events that are consistent with the Church's religious beliefs, as determined by Church's Operating Officer shall be permitted.

## Approved Users

The Operating Officer must approve all Church facility use requests. Priority shall be given to Church members and Church-sponsored groups or activities.

In the Church's sole discretion, Church facilities may be made available to members and qualified non-members or outside groups (the "User") meeting the following qualifications:

1. The User must affirm that the planned facility use does not violate the Church's faith and practice.
2. The User must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The User 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 Recreation Director.
4. The User must take responsibility for the facilities and equipment used.
5. The User cannot use the facility promoting a "for-profit" business or entity.
6. The Operating Officer has the right to refuse the use of any part of the facility if there are perceived scheduling conflicts, conflicts of interest, or any use that would conflict with the day to day operation and worship services of the Church.

## Event Requests and Scheduling

Facility use requests shall be made to Operating Officer by submitting the “Church Recreation Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the Operating Officer approve the use.

## Fees

Use of Church recreation facilities are subject to a security deposit of \$\_\_\_\_\_ and a nonrefundable maintenance fee of \$\_\_\_\_\_, which may be waived at the Operating Officer’s sole discretion.

## Facility Use Guidelines

1. Users may only enter and use those areas of the facilities that have been reserved. Proper reservation and resource request will be approved in the Church’s Community Builder Calendar.
2. A Certificate of Insurance for liability will be required for certain events. The Church Operating Officer will determine the requirements prior to approving the event. (See Insurance)
3. Food and Beverages: Must be pre-approved and only used in rooms/facilities that are designated for food and beverage distribution.
4. Alcohol: No alcohol may be served on church property.
5. Smoking is prohibited inside and outside on any of the Church’s campuses and properties.
6. Any products that contain/manufactured with “Glitter” are prohibited for use inside of the facilities. Any glitter found during or immediately after the event, the User will be charged an additional \$5,000.00 for custodial needs.
7. Proper athletic shoes and equipment are only allowed on the floors of the gymnasiums. Any other events scheduled for the gymnasiums must be approved for use. Some events may require tarps to be placed over the floors and will be an additional cost.
8. Sex-specific changing areas, restrooms, and showers are to be used by members of the designated biological sex only.
9. Church equipment must be returned to original placement, unless arranged otherwise prior to the event.
10. The use of Church kitchen equipment other than the refrigeration units are restricted to the individuals who have been approved to operate such appliances. (if applicable)
11. All lights must be turned off and doors locked upon departure.
12. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
13. Any event that has a Rider Agreement/Contract required directly by the Church or indirectly by a third party, must be reviewed and approved by the Operating Officer prior to approving the event.
14. Any damage or malfunction to the facilities and/or equipment shall be reported to the Church Operating Officer or Recreation Director. Damages may be billed from the Church for reimbursement from the User. User agrees to reimburse Church for damages or repairs.

**Insurance**

For all non-Church-sponsored events, the User must obtain liability insurance coverage in the amount of \$1,000,000, naming the Church as an additional insured.

**Church Recreation Facility Reservation Request and Agreement**

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

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

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

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

Website: \_\_\_\_\_

**Please state whether you are a:**

Church Member  Church-Sponsored Ministry  Non-Member  Non-Member Group/Organization

For non-member groups, please state the organization’s purpose and mission:

\_\_\_\_\_

501(c)(3) Status \_\_\_\_Yes\_\_\_\_No

Requested date(s): \_\_\_\_\_

Requested time(s): \_\_\_\_\_

Describe the proposed event/activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

**Facilities needed (check all that apply):**

Gymnasiums:

Large (College Size) Gym  Small Gym

Baseball Complex:

Entire Baseball Complex (All Four Fields)

Softball Field  Minor Field  Rookie Field  Major Field

Soccer:

Large Field  Practice Field

Any Special Requests: \_\_\_\_\_

**Fee Schedule:**

Facility Use \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Costs** \$ \_\_\_\_\_

**I (the User) affirm that:**

1. I understand that the Church does not allow its facilities to be used in a way that materially conflicts with its faith.
2. To the best of my knowledge, the purpose for which I am requesting use of the Church's facilities will not contradict the Church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to Church staff.
3. 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 Operating Officer's approval, which is conditioned in part on my agreement to the requirements in the "Church Recreation Facility Use Policy," a copy of which I have read and understood.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$\_\_\_\_\_, a certificate of insurance for at least \$1M\_\_\_\_\_ of coverage, and any other fees required by the Church.
5. I understand that I will be responsible for any damages to the Church facilities resulting from this proposed use of facilities.
6. I understand that the Church believes disputes are to be worked out between parties pursuant to Matthew 18 and 1 Corinthians 6, without recourse to the courts. Accordingly, I agree to attempt resolution of any disputes through Christian mediation.

**Indemnity Provision:**

USER agrees to save, indemnify, and keep harmless the Church against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of the Church. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law. \_\_\_\_\_ **Initial Required**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date

**Event is not finalized until Operating Officer  
has reviewed and signed this document**

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Operating Officer Approval

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Date