

# **Facility Use Policy**

## Redeemer Evangelical Free Church

**Goal:** To establish a cohesive and comprehensive policy based on a biblical philosophy of ministry that will give guidance and direction to those who govern the use of the church facility on a day-to-day basis.

### **Biblical Principles That Mold Our Philosophy of Ministry**

#### ***Whereas:***

1. The church is the people of God, the body of Christ, not a building on some land. (1 Corinthians 12:27)
2. The early church did not own or build facilities. They met in homes (Acts 2:46), rented facilities (Acts 19:9) and wherever else they could gather. This was due mainly to the fact that the church organization was in its early stages and the society around them was generally hostile to their presence. Church buildings came into existence as the Christian faith became more accepted and established. It provided to our forefathers what it provides to us today: convenience; stability; permanent location; etc. The name "church facility" reminds us of the clear purpose of the building – it facilitates the ministry that goes on in the church among the body of Christ - producing disciples of all nations.
3. The building that we have may be ours by title but the Bible makes it clear that it is, in greater reality, God's and we are the stewards of it (1 Chronicles 29:14). As stewards we must go beyond what we would like to do and ask the Lord what He would like to do with and in His facility. What is His will for the building?
4. Our purpose in maintaining a building and property is to give people the opportunity to love God and others as illustrated by the Great Commandment (Mark 12:30-31) and go and make disciples of all nations as illustrated by the Great Commission (Matthew 28: 18-20; Acts 1:8).

#### ***Now, Therefore:***

We need to be gracious and generous with the property God has entrusted to us.

### **Policies for Redeemer-based Ministries:**

1. Events will be scheduled on a first-come, first-serve basis. Therefore, the earlier you schedule your event the better it is for your planning and the planning of others. To schedule an event outside of regularly scheduled ministry activities, the ministry must contact the Church Office and fill out a **Facility Use/Room Set-Up Form** at least one month prior to the event date. For any changes or special requests during regularly scheduled ministry activities you must call the Church Office and fill out a **Facility Use/Room Set-Up Form** at least one week in advance. Events may be subject to rescheduling if the Senior Pastor or his designee determines a higher priority. Last minute reservations that conflict with others may have to be denied.
2. Abide by the **Facility Set-Up and Clean-Up Guidelines**.

## **Policies for Personal Use by Members and Attenders:**

1. People within the church who are members or regular attenders and who wish to use the facility for personal use may do so without charge as long as they submit a **Facility Use Application** to the Church Office. Events will be scheduled on a first-come, first-serve basis. To schedule an event, a person must contact the Church Office at least one month prior to the event date. Events may be subject to re-scheduling if the Senior Pastor or his designee determines a higher priority. Last minute reservations that conflict with others may have to be denied. Use beyond four times per year requires the permission of the Trustees.
2. Abide by the **Facility Set-Up and Clean-Up Guidelines** & the **Facility Use Agreement** (found on the back of the **Facility Use Application**).

## **Policies for the Use of the Facility by an Outside Group:**

1. Any use of the facility by an outside group will require submission of a **“Facility Use Application”** to the office. If the group falls within the established guidelines below then approval will be made by the Senior Pastor. If the group and/or event does not clearly fall within the established guidelines then approval for the group and/or the event must be obtained from the Trustee Team. An establishment of an agreed upon fee will be communicated back to the group within 30 days of application.
2. A church or para-church organization that has its own facility must provide a reason to use our facility over its own.
3. The facility may be used by a secular organization if it is deemed that they meet all four of the following criteria: They ...
  - a) are considered a part of the community we serve
  - b) have “compatible values” (e.g., developing a neighborhood watch group)
  - c) have a relational connection with someone within the church
  - d) can abide by the **Facility Set-up and Clean-up Guidelines** & the **Facility Use Agreement** (found on the back of the **Facility Use Application**).
4. Weddings that are conducted by other churches are considered outside the church and there will be a fee. Refer to the “Wedding Policy” for more details.
5. Redeemer ministries have priority over outside ministries in the use of the facility as long as the reservation is submitted one month in advance of the event. Events may be subject to rescheduling if the Senior Pastor or his designee determines a higher priority. Last minute reservations that conflict with others may have to be denied.