

## Area Bible Fellowship Church

### **FACILITY USE POLICY**

We are grateful for the facilities that God has given us! We do not see our building as our church since the true church is made up of the body of believers, but we look at our facilities as a platform for the ministry of sharing the gospel and discipling believers. To that end, we want to use the resources given to us with generosity, and simultaneously, we want to manage these ministry assets with proper stewardship and care.

All use of our church facilities are required to be in alignment with our statement of faith. All persons desiring to use the church facilities must therefore read our [statement-of-faith](#), and agree that to the best of their knowledge – they will not use the facilities in any way that violates the church's beliefs. Prospective users must also familiarize themselves with this Facilities Use Policy and agree to abide by the requirements set forth.

Our primary purpose for building use is ministry, and ABF ministry events will always take priority on our reservation calendar. We also welcome members of ABF to use our facilities for ministry related or other approved gatherings. We also allow for community uses that further our church's place as a vital and necessary part of our community. Yet, we do not open our facilities for use that conflicts with our beliefs.

Any fees associated with the use of our facilities are only those that cover the costs of ministering to the community by making the facility available to the community.

## **Reservation Process**

Please submit your request at least one week in advance of the date of the facility reservation. Requests submitted past that time frame may not find facility availability due to the internal reservation process time.

1. Request: Submit a facilities use request to a member of staff or elder with as much detail as you can about your proposed reservation.
2. Approval: All requests will be reviewed by our staff, and elders as necessary, and if approved, you will receive an email (or verbal) notification.
3. Access: If your event occurs outside of normal office hours or regularly scheduled ministry, you will be given direction as to how best to access the building.

## **Guidelines for Use**

### **BUILDING:**

Rooms that can be reserved include:

- High School Equipping Room
- Ladies Equipping Room
- Fellowship Hall
- Elementary Equipping Room
- Nursery
- Kitchen
- Parsonage
- Sanctuary

### **BASICS:**

Please do not set the thermostat below 68 (summer) or above 72 (winter) for your event. After your event, please return the thermostats to the settings found previous to your event.

### **AUDIO/VISUAL:**

We have three rooms that offer audio/visual technology available for request: the Sanctuary, the High School Equipping Room, and the Ladies Equipping Room.

The sanctuary AV equipment is only available if an ABF-trained tech is present to run it. If a All use of musical instruments should be coordinated with our church office.

ABF-trained tech is available and the event is approved, you will be connected with the tech who will be present at the event to run the equipment.\*

\*Since we are asking our techs to come in on non-service hours, we would request payment for the tech at the current hourly rate, please discuss with staff when booking.

### **GENERAL GUIDELINES:**

- Reservations will be considered on a first-come, first-served basis with other ministry events and reservations, set-up needs, and AV requests also taken into consideration.

- Rooms can be requested but may be shifted due to group size or room availability.
- No smoking in the building is permitted.
- No alcoholic beverages or other unlawful substances to possess or consume are permitted on the entire property at any time.
- Food and beverages are not allowed in the sanctuary during events.

#### **AFTER THE EVENT:**

- All furniture that is moved should be returned to its original locations.
- Damaged, lost, or stolen church property will be deemed the responsibility of the applicant and will be billed at the replacement cost. Any damaged items should be reported to the church office as soon as possible.
- All personal items should be removed.

#### **KITCHEN:**

The kitchen, including items stocked for event use, is available to members in conjunction with an approved event. When you are finished using the kitchen, please complete the following:

- Wash, dry, and put away all dishes on the day of the event.
- If you are leaving any food items for future use, please label all items. Labels can be found in the miscellaneous drawer near the door in the kitchen.

#### **PARSONAGE:**

When you are finished using the parsonage, please complete the following:

- Wash, dry, and put away all dishes on the day of the event.
- Please leave no food items.

Please set the AC to 65 (heat) in the winter or 75 (cool) in the summer months.

Please re-lock the front door and return the key to the appropriate person/office.

#### **OTHER CONSIDERATIONS:**

We do not rent to anyone under the age of eighteen (18).

ABF staff/elders will consider each non-ABF request on a case-by-case basis. Generally, ABF does not approve requests that meet weekly on an ongoing basis.

#### **WEDDINGS:**

1. Any marriage performed on church premises shall be officiated by an ordained or duly licensed member of the clergy. Any officiant not employed by ABF shall serve at the discretion of the Board of Elders.
2. Ordained and/or licensed ministers officiating marriage ceremonies on church premises, whether or not employed by the church, shall affirm their agreement with the statement of faith on marriage and human sexuality adopted by this church and conduct themselves in a manner that is consistent therewith.
3. Staff or elders assigned by the church to implement the procedures contained in this Marriage Policy may, in his discretion, decline to provide church facilities for, and/or decline to officiate at a ceremony when in his or her judgment, there are significant concerns that one or both of the

applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.

**Waivers:**

Renter does hereby release and relieve ABF from and waive any claim of recovery for, any loss or damage to the property of the Renter or any of its agents, servants, employees, contractors, invitees, and guests arising out of or incident to the occurrence of any of the perils covered or required to be covered by Renter's insurance policies. Under no circumstances whatsoever shall ABF be liable to Renter for any losses or damages suffered as a result of business interruption, lost profits or other consequential damages, whether or not the same are a result of any act or omission to act on the part of ABF or any other party. Renter's insurance policies shall expressly permit such a release or contain a waiver of any rights (of subrogation or otherwise) of such insurer against ABF and Renter and such other persons.

**Indemnity:**

Renter does hereby agree to indemnify, defend and hold ABF and its directors, officers, agents, servants and employees harmless from and against all suites, actions, losses, damages, claims and liabilities of any kind of nature (including without limitation reasonable attorney fees and other costs of litigation) for personal injury to or death of any and all persons, arising from or in connection with the presence at, use and occupancy of, and activities in, on and about ABF's facility by Renter or agents, servants, employees, contractors, invitees and guests, or arising from or in connection with any peril which Renter is required herein to insure against, except only for such as may result from the sole and active negligence of ABF.

**Insurance:**

Renter acknowledges that it may secure insurance for its own benefit against the risks which are the subject of the waivers and indemnity set forth above.