

Wichita Bible Church (WBC) Facility Use Policy

Our Purpose

The WBC facility was provided through God's benevolence and by the sacrificial generosity of church members and attendees. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we make our facilities available to approved non-member, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's Doctrinal Statement, WBC's Doctrinal Statement must be read and affirmed by the requesting group or individual prior to receiving approval to use this facility.

This restricted facility use policy is necessary for two important reasons:

- 1) The church may not in good conscience materially cooperate in activities or beliefs that are contrary to its Doctrinal Statement. Allowing its 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 Doctrinal Statement and religious practice. (II Cor 6:14; 1 Thess 5:22.)
- 2) It is very important that the church 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 Doctrinal Statement would have a severe, negative impact on the message that the church strives to promote.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's Doctrinal Statement be allowed to use the church's facilities. WBC's church facilities may not be used in any way that contradicts the church's Doctrinal Statement.

Fees

For a list of the fees related to your event, please consult your WBC event coordinator.

Facility Use Guidelines

1. Alcohol – No alcohol may be served in the church facility.
2. Smoking – Smoking on the property of WBC is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved
4. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. All lights must be turned off and doors locked upon departure.

6. Clean-up, unless otherwise arranged, is the responsibility of the group approved for facility usage.
7. 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.

Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage and also provide a copy of this liability insurance coverage.

The Facility Use Agreement

The Facility Use Agreement is to be signed and turned into the church office, and approved by the Board of Deacons and/or Board of Elders one month prior to usage.

Disclaimer: In case of a conflict of scheduling for church wide events or projects, the needs of the entire congregation will be given preference over the individual needs.

1. Name: _____
2. Phone number: _____
3. Email address: _____
4. Date submitted: ____/____/_____
5. Date of requested use: ____/____/_____
6. Event to be held:
7. Area to be used:
8. Starting and ending time of event: _____ to _____
9. Number of people expected: _____
10. Additional equipment needs:

<u>Items</u>	<u>Quantity</u>
Tables	
Chairs	
Audio/Visual	
*Contact _____ for use.	
Other:	
Other:	
Other:	

By providing this information and hosting the event I understand that **I will be responsible for:**

- Arranging to have the building opened and then **secure** during and after the event.
- Setting up** for the event and arranging for any additional equipment needs.
- Cleaning** and returning the facility space used and all church property to a useable state for the next event.
- Monitoring the people invited to the event, and reminding them to use only the **area reserved** for the event.

I affirm that:

1. I have read the Constitution and Doctrinal Statement for WBC.
2. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
3. To the best of my knowledge the purpose for which I am requesting use of church 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.
4. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
5. 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 the approval of the Board of Elders or the Board of Deacons.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Signed: _____

Approved: _____ Date: ____/____/_____