



## **Pillar Church of Jacksonville, NC Facility Use Policy and Agreement**

*Created with assistance by: Alliance Defending Freedom*

### **Statement of Purpose**

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. Pillar church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, 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 advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Statement of Beliefs. The elders are the final decision-maker on whether a person or group is allowed to use church facilities.

### **Approved Users and Priority of Use**

The deacons of buildings and grounds will approve normal uses of church facilities. The elders will make abnormal decisions or decisions requiring deconfliction. Priority shall generally be given to members of the church and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. The group or person seeking facility use must submit a signed "Church Facility Reservation Request Agreement" form.
2. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and 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 staff.
3. The group or persons seeking facility use must be willing to take financial responsibility for any damage done to the church building, grounds, and equipment.

### **Facility Use Hours**

Facilities are typically available between the hours of 7:00am and 9:00pm. Use outside these hours requires elder approval.

### **Scheduling Events**

Requests for facility use may be made by submitting the “Church Facility Reservation Request and Agreement” form, located on the church’s website, to [jaxgrounds@gmail.com](mailto:jaxgrounds@gmail.com), or in person to Clayton or Corrie Scott. The event will be approved and placed on the church facility calendar according to the above procedures.

### **Facility Use Guidelines**

1. Alcohol policy: No alcohol may be served in church facilities.
2. Smoking policy: smoking in any indoor church facility is prohibited. Smoking outdoors must be no less than 20 feet from the building. All trash must be disposed of by the smoker in a trash can.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are permitted anywhere in the facility except the sanctuary. All trash and spills must be cleaned up appropriately.
5. Church equipment, such as tables and chairs, must be returned to an approved placement.
6. All lights must be turned off and doors locked upon departure.
7. It is the responsibility of the group or person using the facility to clean up prior to departure. Specific room clean-up checklists will be posted in each room and materials for clean-up (vacuum, paper towels, etc.) will be provided by the church.
8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
9. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities

## Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

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Please state whether you are a:

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

Contact information:

Address:

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Phone number:

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Email address:

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Please indicate which facilities you are requesting (mark all that apply):

- Classroom
- Counselling Room
- Nursery
- Toddlers' Room
- Sprouts' Room
- Sanctuary
- Fellowship Hall & Kitchen
- Annex
- Back Yard

Please describe the purpose for which you intend to use the facilities:

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What date(s) and time(s) you are requesting to use the facilities:

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I affirm that:

1. 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 for which I am aware or become aware to a church officer (deacon or elder).
2. 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 church's approval.
3. I understand that I will be financially responsible for any damages to the church facilities resulting from this proposed use of facilities.
4. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through a mutually acceptable arbitration service.

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Signature

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Printed Name

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Date