**Mooretown Brethren in Christ Church**

**FACILITY USAGE POLICY**

**Statement of Purpose**

Mooretown Brethren in Christ Church’s (hereafter referred to as “MBICC”) facilities were provided through God’s benevolence and by the sacrificial generosity of MBICC members. MBICC 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 exclusively for nonprofit events 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.

In line with the above stated, 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 MBICC’s faith or teachings. MBICC’s faith and moral teachings are established and grounded in the Bible and are summarized in the *Manual of Doctrine & Government 2020*, which is electronically available at https://bicus.org/resources/publications/manual-of-doctrine-government/. The MBICC’s Governing Board is the final decision-maker on whether a person or group will be allowed to use the facilities.

This restricted facility use policy is necessary for two important reasons. First, MBICC may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the MBICC’s beliefs would be material cooperation with that activity, and would be a grave violation of the MBICC’s faith and religious practice.

Second, it is very important to MBICC that it presents a consistent message to the community, which the church’s staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the MBICC’s faith would have a severe negative impact on the message that MBICC’s strives to promote. It could also be a source of confusion and scandal to MBICC’s members and the community because they may reasonably perceive that by allowing use of our facilities, MBICC is in agreement with the beliefs or practices of the persons or groups using church facilities.

This policy applies to all MBICC facilities.

**Available Facilities**

The following facilities belonging to MBICC will be considered for approval under the requirements of this Policy:

1. The Sanctuary (upper level)
2. The Dining Room and Kitchen (lower level)
3. The Youth Center (lower level)

**Approved Users and Priority of Use**

The Governing Board, or its designated representative, must approve all uses of MBICC’s facilities. Priority shall be given to MBICC’s members, regular attendees[[1]](#footnote-1), and organized groups that are part of the ministry, organization, or sponsored activities of the MBICC.

MBICC’s facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the MBICC’s faith and practice, and moral teachings.
2. The group or persons seeking facility use must submit a signed “Facility Reservation Request and Agreement” form.
3. The group or persons seeking facility use must take responsibility for the facilities and equipment used and must agree to abide by the guidelines set forth below in this document or otherwise instructed in writing by the Governing Board or its designated representative.

**Facility Use Hours**

Facilities are available between the hours of 8:00 a.m. and 9:00 p.m. Use outside these hours is a violation of this Policy unless it has been approved by the Governing Board or its designated representative.

**Scheduling Events**

Requests for facility use may be made to Pastor Alex Jovanovic, by submitting the “Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the Governing Board or its designated representative approves the use. Upon approval, the events will be scheduled on a “first come, first served” basis.

**Cost**

MBICC does not charge a set fee for the usage of its facilities. However, a refundable deposit of $250.00 will be required from those who are not members / regular attendees. Suggested donation for the use of the facilities is $150.00 per event, for the use of one level, and $200 per event, for the use of two levels. Please place your donation in the accompanying envelope, and clearly mark what the donation is for.

**Minors**

Children and youth under 18 must be supervised by adults at all times.

**Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served or consumed inside MBICC’s facilities, and the adjacent parking lot.
2. Smoking Policy: smoking tobacco and/or marijuana is strictly prohibited in MBICC’s facilities, and the adjacent parking lot.
3. Marriage and Celebrations Policy: All wedding ceremonies must conform to the MBICC’s faith and teaching, as outlined in the *Statement of* Purpose above.
4. Groups are restricted to only those areas of the facility that the group has reserved.
5. Food and beverages are not permitted in the Sanctuary.
6. MBICC’s equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
7. All lights must be turned off and doors locked upon departure.
8. It is expected that the users clean up the facilities they used before departure, and restore them to the original state they encountered upon arrival. Trash associated with the event is to be collected and removed from the premises upon departure. The facilities may be decorated for your event, however no currently present items can be removed without obtaining permission from the Governing Board or its designated representative.
9. Any property damage must be immediately reported to the Pastor or the trustees.
10. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
11. Any person or group must sign the *Facility Reservation Request and Agreement* form prior to reservation of church facilities.

**Mooretown Brethren in Christ Church**

**Facility Reservation Request and Agreement**

**Contact Information**

Name of person or organization requesting use of facilities:

Please state whether you are a:

☐ Church Member / Regular Attendee  
☐ Church-Sponsored Ministry   
☐ Not a Church Member / Regular Attendee  
☐ Non-Member Group / Organization

Address:

Phone Number:

Email Address:

**Organization Information**

If the requested use is by an organization not affiliated with the church, please briefly state the organization’s purpose and mission:

Please list the organization’s website, if any:

Please list the names of the organization’s office-holders and leaders:

**Event Information**

Please select which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

☐ Sanctuary

☐ The Dining Room and Kitchen (lower level)

☐ Youth Center (lower level)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Wedding Information** *(if applicable)*

If you are requesting use of the Church’s facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride: Name

Address

Phone

Email

Groom: Name

Address

Phone

Email

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Name

Religious Affiliation

Address

Phone

Email

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

**Affirmation & Acknowledgement of Facility Use**

I affirm that (initial beside each numbered paragraph):

1. I understand that the MBICC does not allow its facilities to be used in any way that contradicts its faith or moral teachings or by persons or groups holding beliefs that contradict the MBICC’s faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict MBICC’s faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the elders or their designated representative over facility usage.
3. 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 MBICC. I agree to promptly disclose any potential conflicts in belief to the Governing Board or its designated representative over facility usage.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \_\_\_\_$250.00\_\_\_\_\_\_\_\_\_\_
5. I understand that the MBICC does not allow its facilities to be generally available to the public.
6. I understand that my use of these facilities is subject to the elders’ approval and is conditioned in part on my agreement to the requirements in the “Facility Use Guidelines” contained in the *Facility Usage Policy* which I have read and understood.
7. I understand that I will be responsible for any damages to MBICC facilities resulting from this proposed use of facilities.

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Signature Date

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Printed Name

1. For the purposes of this document, *regular attendee* is defined as a person who attended at least 75% of the regular Sunday morning services in the period of one calendar year prior to filling out the below *Facility Reservation Request and Agreement*. [↑](#footnote-ref-1)