



Journey of Faith Church Facility Use Policy

Journey of Faith church's facilities were provided through God's grace and by the sacrificial generosity of our church members. We desire that our facilities be used for the fellowship of the body of Christ and to bring God glory. Although our facilities are not generally open to the public, we make our facilities available to approved non-members 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.

But use of our facility will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or pastor's official designee, is the final decision-maker concerning use of church facilities in accordance to the principles and guidelines given to us in God's Word.

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 faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Col 3:17).

Approved Users and Priority of Use

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, 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. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "**Church Facility Reservation Request and Agreement**" form.
3. 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.

Facility Use Hours

Facilities are available between the hours of 8:00 a.m. and 5:00 p.m Monday through Friday. Use outside these hours may be approved by the pastor or official designee.

Scheduling Events

Facility use requests shall be made to the administrative pastor by submitting the "**Church Facility Reservation Request and Church Facility Reservation Agreement**" forms. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

Fees

Use of our church facilities is subject to the following use and maintenance fee. The fee includes usage of the entire suite (Sanctuary, Classrooms and etc.) and its equipment.

Non-Member Full Day Use	\$500
Non-Member Half-Day Use	\$300
Member Full Day Use	\$300



Member Half Day Use	\$150
Tech Service (Audio/Visual) Fee (Full Day)	\$100

General Facility Use Guidelines

- No alcohol may be served in church facilities.
- Smoking in any indoor church facilities is strictly prohibited.
- Food and beverages not allowed in the sanctuary
- Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- All lights must be turned off and doors locked upon departure.
- Groups are required to clean-up (A \$50 Clean up fee will be charged if condition of building is left severe)
- 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 immediately.
- Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.



Journey of Faith Church Facility Reservation Request

Name of person or organization requesting use of facilities:

Please state whether you are a:

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

Contact Information:

Mailing Address: _____
Phone Number: _____
Email: _____

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: _____

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

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

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

Bride Name:	Groom Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

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



Journey of Faith Church Facility Reservation Agreement:

I affirm that:

1. I understand that Journey of Faith 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.
2. 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.
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 the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. 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 pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Facility Use Indemnity and Hold Harmless Agreement:

1. The facilities will be used according to the policies of Journey of Faith Church as set forth in the Biblical Principles, Beliefs and Practices that is part of this Agreement.
2. I will be responsible for the conduct of those coming to or participating in the activity for which the facilities are reserved and will be used.
3. I will be responsible for any damage beyond normal wear and tear that may occur as a result of the activity and use of the facilities.
4. I will indemnify and hold harmless Journey of Faith Church from all liability and each demand, cause of action, loss, cost, damage, and expense (including without limitation mediation fees, reasonable attorney fees, and costs of litigation) incurred by Journey of Faith Church from a default or any other action by the user in connection with, or growing out of, this Agreement of use of the Journey of Faith Church's facilities.

Signature: _____

Print Name: _____

Date: _____

Please Return the Completed Request Form to jofchurch@gmail.com