Allen Memorial Baptist Church Facility Use Policy

Purpose Statement

The facilities of the **Allen Memorial Baptist Church** were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the 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 facility use 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, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, Deacon or an official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. **First**, the church 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 church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, 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 faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

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 planned uses of the facilities do not violate the church's faith and practice. (Please read our Statement of Faith and Church Covenant)

*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

Facilities available are the Sanctuary, Fellowship Hall (with kitchen), Upper Room, Classrooms and Gym (with kitchen) and must be approved by the pastor or official designee.

Scheduling Events

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

Fees

Use of church facilities may be subject to a use and maintenance fee to pay for the upkeep of church facilities at the discretion of the Trustees. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings

Facility Use Guidelines

1. **Alcohol Policy**: No alcohol may be served in church facilities.

2. **Smoking Policy**: [smoking in any indoor church facilities is prohibited.]

3. Groups are restricted to only those areas of the facility that the group has reserved.

4. Food and beverages are restricted to designated areas.

5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.

6. All lights must be turned off and doors locked upon departure.

7. Clean-up in a general manner is the responsibility of the designee. If custodial service is needed, contact the office at 607-659-5335 or by email at ambcsecretary@hotmail.com to make arrangements.

8. 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.

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: _____

Contact Information:

Address: _____
Phone Number: _____
Email Address:_____

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

Purpose of Use of Facilities: _____

Please list the organization's website, if any: _____

Please state whether you are a:

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

Date(s) of Requested Use: _____

If recurring - Day of Week Requested: _____

Hours requested: Between _____ and _____
OR _____ All Day

Areas requested:

☐ Sanctuary

☐ Fellowship Hall & Upstairs Kitchen

☐ Couch Room

☐ Classrooms

☐ Gym & Downstairs Kitchen

Additional services needed:

☐ Custodial Services

☐ Sound System

☐ Tables and Chairs
Number of 8' Rectangular Tables Needed: ______________________
Number of Folding Chairs Needed: ____________________________

I affirm that:

1. 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.

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 upon approval of my facilities use request, I will need to pay for any other fees required by the church.

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 pastor's approval, which is conditioned in part on my agreement to the requirements in the "Facility Use Policy," a copy of which I have read and understood.

6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Signature: ____ Date: _______________

Please return form to:

Tammy M. Podufalski, Secretary
Allen Memorial Baptist Church
8 Church Street
Candor, New York 13743
ambcsecretary@hotmail.com

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DO NOT WRITE IN THIS SPACE

Approvals: ____