



**Facilities Reservations Form – Non Member**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ (H) \_\_\_\_\_ (W) (Ext. \_\_\_\_\_) \_\_\_\_\_ Cell

Occasion \_\_\_\_\_

Date Reserved \_\_\_\_\_ Time Needed \_\_\_\_\_ to \_\_\_\_\_  
 (No later than 10 PM on Saturday)

Parts of the Building Needed \_\_\_\_\_

\_\_\_\_\_

	<u><b>Charges</b></u>		
		<u><b>Estimated # of Guest</b></u>	<u><b>Charges</b></u>
<b>1. Sanctuary</b> (Sound Technician included)	\$ 400.00	_____	_____
<b>2. New Fellowship Hall</b> Capacity – 1/3 – 125 people 18 tables 2/3 – 250 people 36 tables Whole room – 500 people 50 tables	\$ 150.00	_____	_____
<b>3. Video</b>	\$ 100.00		_____
<b>4. Multipurpose Room or other rooms of the church</b> Capacity – 120 people	\$ 50.00	_____	_____
<b>5. Wall Moving</b> (by church approval only)	\$ 50.00		_____
<b>6. Deposit</b>	\$ 100.00		<u>\$ 100.00</u>

A deposit is required to reserve any part of the church. This deposit will be refunded within 2 weeks after the event if it is determined that nothing has been damaged.

**Total Charges** \_\_\_\_\_

**A deposit must be paid before the event is placed on the master church calendar.** Please make checks payable to Sand Spring Baptist Church. The church will pay the appropriate personnel. **Please contact the church at least 2 weeks before the event to let us know when you need the church open and how it needs to be arranged.** If the walls in the new fellowship hall need to be moved, the church office needs to notify in advance to have them moved by the approved personnel.

## SAND SPRING BAPTIST CHURCH *Facility Use Policy*

### ***Purpose Statement***

*The church's facilities 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, or his 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 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 "Facility Reservation 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 Guidelines***

- 1. Sound System.** *Anyone who wishes to use the church sound system in the Sanctuary, New Fellowship Hall or Multipurpose Room must enlist a sound system operator approved by the church.*
- 2. Kitchen.** *Please do not use any of the church's paper or kitchen products. (cups, plates, sugar, etc.) Any cooking utensils or dishes that are used must be washed and returned to their proper place.*
- 3. Church Furniture.** *The Church will set up the number of tables and chairs you need. You are responsible for the arranging the tables and chairs. Any church furniture that is moved must be put back in its proper place. (including the pulpit furniture). If any heavy furniture needs to be moved out of the sanctuary (i.e. pulpit, choir railing), please contact the Church to move it due to the hardwood floors.*
- 4. General Information.** *Alcoholic beverages and dancing are not allowed on any part of the church campus. No smoking is allowed within the building. No food or drinks are to be taken out of the fellowship hall into any other part of the church building. The church will not provide any decorations, cups, plates, etc. An Adult is to be present at ALL times. A four (4) hour time period for rental unless noted.*
- 5. Multipurpose Room.** *You are to bring your own equipment. Only the Basketball goal can be used. All other church equipment is not to be used. At least two (2) adults are to be present.*

**Facility Reservation Agreement**

**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 I will need to provide a security deposit in the amount of \$100 and any other fees required by the church. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
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 "Church Facility Use Policy," a copy of which I have read and understood.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

*I understand the above and will abide by the policies of the church.*

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Date)

**Amount Received** \_\_\_\_\_ **(Deposit of \$ \_\_\_\_\_ included in the amount received).**  
**(Deposits will be returned within 2 weeks following the event if no damage occurs).**

**Received by** \_\_\_\_\_ **(Signature)**

\_\_\_\_\_ **Date**