** Calhoun Seventh-day Adventist (SDA) Church**

 **Facility Use Agreement - 2024**

**Statement of Purpose**

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 always to God’s glory. Although the facilities are not generally open to the public, we

may 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 Manuel and the 28 Fundamental Beliefs. Nor may facilities be used for activities that contradict, or are deemed by the pastor and Church Board as inconsistent with, or contrary to the church’s faith or moral teachings. The Church Board, is the final decision-maker on whether a person or group is allowed to use church facilities.

This Calhoun Seventh-day Adventist Church Facility Use Agreement form 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. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church 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 church’s faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church 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 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 set apart to worship God. See Colossians 3:17.

**Approved Users and Priority of Use**

The pastor or official designee must approve all uses of church facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the

ministry, organization, or sponsored activities of the church.

Members who request facility use for funerals, baptisms, or approved ministry events will not need to submit fees. These events must be approved by the pastor or official designee.

Church facilities and equipment may be made available to non-members or outside groups meeting the following the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony 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 (pages 6-8 of this document).

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 herein and as described in any additional instructions by church

staff.

**Scheduling Events**

Requests for facility use may be made to the Calhoun Church Office (calhoun@gccsda.com) by submitting the Church Facility Reservation Request and Agreement form (pages 6-8 of this document). The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use, and necessary financial deposits have been made.

**Fees**

Use of church facilities is subject to a use and maintenance fee to pay for the upkeep of church facilities.

* Security Deposit
	+ Members in Good & Regular Standing -$100 deposit: $50 will be refunded if there are no damages and provided that the facility is left satisfactorily clean. ($50 will not be refunded)
	+ Non-Member -$500 deposit: $200 will be refunded if there are no damages and provided that the facility is left satisfactorily clean. ($300 will not be refunded)

In Addition to the security deposit, the rental rates are as follows:

* Each Audio Technician Recommended Fees (Rate adjustments by Audio Technician)

All services depend on technician availability. Minimum of one technician is required.

* + Sanctuary (minimum 2 hours) - $75
	+ Fellowship Hall (optional 2 hours) - $50
	+ Chapel (minimum 2 hours) - $50

\*\* $25 per hour above the allotted 2 hours.

\*\* Livestreaming services require two extra technicians at same above rate

* Room Fees for Members
	+ Sanctuary - $100 (Occupancy max: 500)
	+ Chapel – No Fee
	+ Fellowship Hall – No Fee (Occupancy max: 200)
* Room Fees for Non-Members
	+ Sanctuary - $1,000 (Occupancy max: 500)
	+ Chapel - $500
	+ Fellowship Hall - $600 (Occupancy max: 200)

▪ There is one deposit per event no matter how many days. However, daily rental fees are charged for each rental day at the same rate. There is not a reduced rate for multiple days of usage.

▪ If you would like a digital copy of the program, please submit a USB flash drive to the designated AV personnel. This will only be available if the AV team is able to record the service which is not guaranteed at any event.

**Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served in church facilities or on the church grounds.
2. Smoking Policy: We are a tobacco-free campus. The use of any and all tobacco products is prohibited.
3. Music: Only sacred and classical music is to be played/performed in the Sanctuary. Speak with someone in the church office regarding other music played/performed in other parts of the church building
4. Décor Policy:
	1. No tacks, nails, or staples are to be used. Masking tape or stickers may be used sparingly to mark positions on the carpet.
	2. Any moving of the pulpit, communion table, stage chairs, or columns must be done under the direction of the church wedding coordinator. These items must be returned to their original places.
	3. Special protective care must be exercised by those providing flowers and plants. Protect rugs and furnishings from water or other possible damage.
	4. Only dripless or wax-free candles are allowed in the sanctuary. Snuffers must be used to extinguish pillar candles. Please allow wax to set before candles are removed. The cost of wax removal from any surface will be deducted from the security deposit.
	5. Any materials and/or equipment brought in for the event must be removed from the facilities within 24 hours of the event’s end.
5. Throwing of rice, confetti, bird seed, etc. is not allowed in the church or on the property surrounding the church. Fresh rose petals may be used in the sanctuary only with the use of an aisle runner. Bubbles are permitted outside only.
6. The Calhoun Seventh-day Adventist Church is not responsible for lost personal items.
7. Attire Policy: Appropriate dress is required for event participants. If you have any questions, please contact the church office.
8. No dancing is allowed.
9. Saturday Sabbath Policy:
	1. Decorating must be restricted to non-Sabbath hours.
	2. Rehearsals may not take place during Sabbath hours.
	3. Weddings may take place during Sabbath hours only with the written permission of the senior pastor.
10. Only the Calhoun SDA Church designated AV technician will operate the PA systems.
11. Groups are restricted to only those areas of the facility that the group has reserved.
12. Food and beverages are only allowed in the fellowship hall or outside.
13. For non-church sponsored events (birthdays, reunions, etc.), users must provide their own tableware and decorations. Disposable items in the cupboards & drawers are reserved for church sponsored events (fellowship lunch, funerals, etc.).
14. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
15. No equipment, furniture, or church items may be removed from the church.
16. All lights must be turned off and doors locked upon departure.
17. Clean-up is the responsibility of the reserving host. A checklist of clean up items and areas to ensure a full refund is posted in the kitchen. Shoddy tidying will be penalized through a deduction of the security deposit refund.
18. Abusive or foul language, violent behavior, and drug use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
19. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities (pages 6-8 of this document).

**Non-Church Member Insurance**

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least $5,000,000.00. The Georgia-Cumberland Conference and the Calhoun Seventh-day Adventist Church must be listed as additionally insured.

Possible insurance source:

[www.wedsafe.com](http://www.wedsafe.com)

▪ We celebrate the holy union of marriage and consider all board approved weddings of Calhoun SDA Church members as an event and ministry of the Calhoun SDA Church. Therefore, upon board approval, the wedding is considered a church event and the liability insurance may be waived for the approved member and immediate family only.

**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: ☐Calhoun SDA Church Member ☐SDA Church Member ☐Church-Sponsored Ministry ☐Non-Member ☐Non-Member Group/Organization

**Contact Information**:

Address:

Phone Number:

Email Address:

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

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Please list the organization’s website, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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:

Groom:

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

the wedding:

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

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 for 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 provide a security

deposit in the amount of $100 if local member or $500 if not a member, a certificate of insurance for at least $5,000,000.00 of coverage if a non-Calhoun SDA church member, and 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 local church events take priority, 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 this “Church Facility Use Agreement,” 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.

7. 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 through Christian mediation, and failing that, to submit to binding arbitration through the American Arbitration Association, or any other

mutually acceptable arbitration service.

Signature

Printed Name

Date