



# Church Campus Use

Today's Date: \_\_\_\_\_

This form is not for weddings or rehearsal dinners requests, please use our Wedding Handbook and wedding forms. Complete and turn this form in to the office for approval; see attached policy.

Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Arrival/Prep Time: \_\_\_\_\_ Actual Leave Time: \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

### Rooms Requested:

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

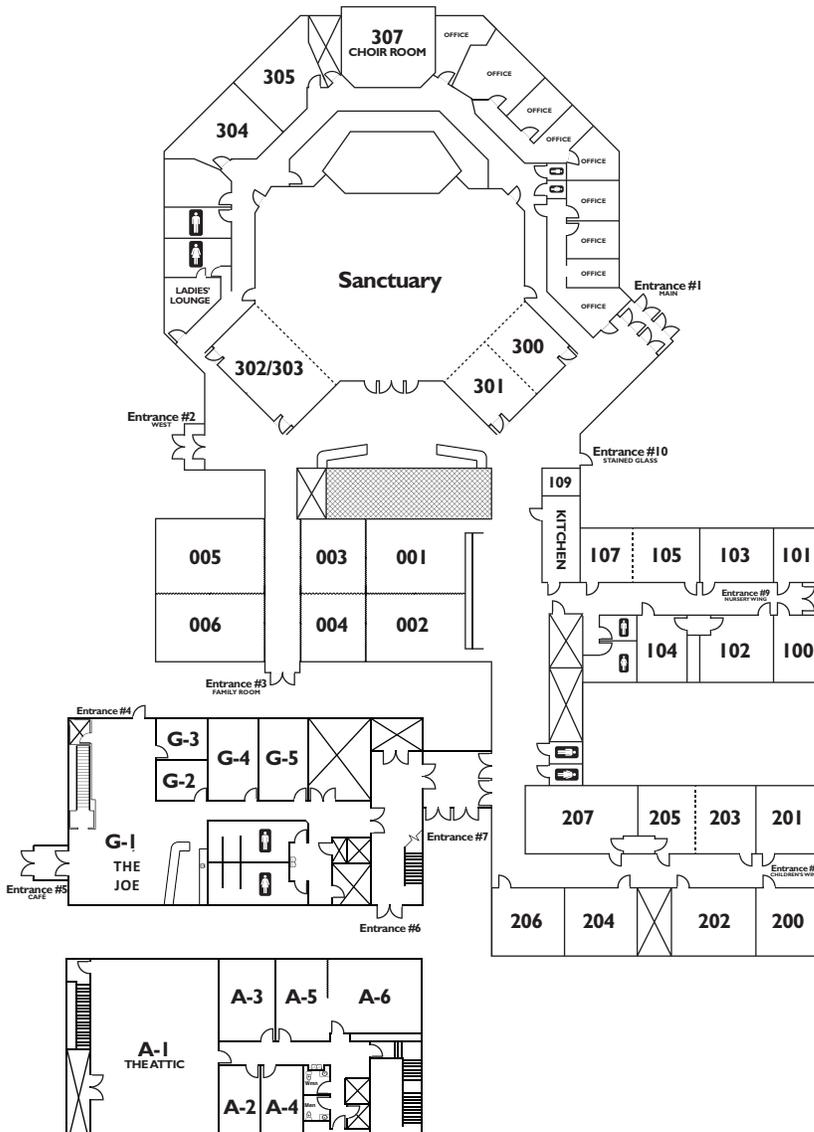
Person/Group Requesting: \_\_\_\_\_

Activity: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Authorized person with key to open & close/lock building: \_\_\_\_\_



### Tables/Chairs/Platform—Use in Building:

\_\_\_ 5' /60" Round Tables (seats 8 / 30 available)

\_\_\_ 8' x 28" Banquet Tables (seats 8–10)

\_\_\_ 6' x 30" Medium Tables (4 available)

\_\_\_ 2' x 4' Small Tables (5 available)

\*Padded Chairs are not available for events with food.

### Miscellaneous—Use in Building:

\_\_\_ Microphones\* \_\_\_ TV/DVD/VCR

\_\_\_ Podium\* \_\_\_ Video Projector\*

\_\_\_ Projector Screen\*

\_\_\_ 4' x 8' Platform (6 sections with steps)

Additional Comments/Info: \_\_\_\_\_

\*Subject to Sound Tech involvement.

### Off-Premises Equipment Loan:

Requests depend on availability of items. Pick-ups and returns should be done during office hours (8:30 AM–5 PM)

Pick-up Time & Date: \_\_\_\_\_

Return Time & Date: \_\_\_\_\_

\_\_\_ Banquet Tables 8'x28" (contact office for quantity available, approx. 16)

\_\_\_ Metal Folding Chairs (contact office for quantity available, approx. 106)

\_\_\_ 5-Gallon Igloo Jugs (4 available)

\_\_\_ 10-Gallon Igloo Jugs (3 available)

**Complete for Personal Use** West Cannon Baptist Church Member?  Yes  No

One Room, 4 hours, for **Business Use** (piano recital, meetings, etc.) COST: Members—\$50; Others—\$50; Additional time/room—\$50  
Total Due \$\_\_\_\_\_

One Room, 4 hours, for **Personal Use** (shower, family dinner, etc.) COST: Members—\$0; Others—\$50; Additional time/room—\$50  
Total Due \$\_\_\_\_\_



# Church Campus Use

## I AFFIRM THAT

1. I understand that the church cannot allow its campus facilities to be used in a way that contradicts its faith or by persons or groups holding, advocating, or advancing beliefs that are contrary to the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church campus 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 the church staff.
3. I understand that the church does not allow its facilities to be generally available to the public, and that my use of this campus is subject to approval by the facilities manager and/or the deacon committee overseeing the campus, which is conditioned in part on my agreement to the requirements in the "Church Campus Use Policy", a copy of which I have read and understood.
4. I understand that I will be responsible for any damages to the church campus resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the campus agree to resolve any disputes through Christian mediation.
6. I agree to hold harmless West Cannon Baptist Church for any and all damages or losses incurred while using these facilities.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



# Church Campus Use

## PURPOSE STATEMENT

The church's campus includes the land, buildings, vehicles, and furnishings that were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its campus is used for the fellowship of the Body of Christ and to bring glory to God. Although the campus is not generally open to the public, we make our campus available to approved non-members as a witness to our faith, in a spirit of Christian love, and as a means of demonstrating the gospel of Jesus Christ in practice.

However, campus 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, the church's constitution and bylaws. Nor may the church campus be used for activities that contradict, or are deemed inconsistent with, the church's faith or biblical teachings. The Facilities Manager and/or the deacon committee overseeing the campus will be the final decision-maker concerning use of church campus which includes: grounds, fields, vehicles, buildings, furnishings, and materials.

The church shall not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its campus 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 Corinthians 6:14; 1 Thessalonians 5:22)

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 our campus 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 to church members and the community because they may reasonably perceive that by allowing use of the 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 part of the church campus. Nor shall the church campus 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. (Colossians 3:17)

## APPROVED USERS AND PRIORITY OF USE

The Facilities Manager and/or the deacon committee overseeing the campus must approve all uses of the church campus. 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. The church campus and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting campus use, must affirm that their beliefs and practices, and planned uses of the campus are not opposed to the church's faith and practice.
2. The group or person seeking campus use must submit a signed "Church Campus Use" form.
3. Businesses and groups requesting use of the building will not sell items or in any way profit from the use of the building. This would not apply to approved non-profits that might hold banquets and other functions for the purpose of obtaining donations for their ministry.
4. The group or person seeking campus use must be willing to take responsibility for the campus and equipment used and must agree to abide by the church's rules of conduct for campus use, as stated below and as described in any additional instructions by church staff.

## FACILITY USE HOURS

Hours of use must be approved by the Facilities Manager and/or the deacon committee overseeing the facilities. You must consult the campus use schedule for availability on an event by event basis.



# Church Campus Use

## SCHEDULING EVENTS

Campus use requests shall be made by submitting the "Church Campus Use" form to the church office. The event will be reserved and placed on the church calendar only when the request has been approved by the facilities manager and/or the deacon committee overseeing the campus.

Dates, times, and rooms, if approved, are available on a first come, first served basis. Personal activities may be subject to sound system and campus use fees. The office will notify you upon approval of your request and let you know which fees are applicable. Forms for weddings are available through the church office.

## FEES

Use of church campus is subject to a use and maintenance fee to pay for the upkeep of church facilities. Church members may not be required to pay a fee for usage because maintenance of the facilities is derived from member tithes and offerings. Exact fees will be determined based on each specific request and the equipment and facilities used for that request.

## RULES OF CONDUCT FOR CAMPUS USE

1. Alcohol Policy: No alcohol may be brought onto the church campus.
2. Smoking Policy: Smoking in church buildings or on the church campus is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are not allowed in the Sanctuary.
5. Church equipment, such as tables and chairs, must be returned to original placement unless arranged otherwise prior to the event. You may not remove equipment without approval from the facilities manager.
6. Do not leave leftovers in the refrigerator or freezer; they are not for long-term storage. All unmarked items will be thrown away! You may use the unlocked freezer. Check first for space availability, but please do not leave leftovers.
7. Clean-up after the event is expected. Specifics should be discussed with the facilities manager prior to the event. Arrangements must be made with the church facilities manager for set-up and and/or clean-up needs. The day of the week you plan to use the facility will affect your responsibilities. You will be responsible for your own event set-up and clean-up. Tables and chairs will be set-up by facility staff to prepare for the next service. Please do not drag tables or stacks of chairs across the carpets (this damages the carpet). Rooms, lobby, hallway, and rest rooms should be left in the same condition in which they were found.
8. All lights must be turned off, and all exterior doors and windows must be secure and locked when you leave.
9. It is important that you make arrangements to have the building locked up by an authorized person with keys (contact the facilities manager to find an appropriate person). The facilities manager must know who is responsible for locking the building for your event.
10. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
11. The person in charge of a group must sign the "Church Campus Use Form" prior to reservation of church campus.

## INSURANCE

For all non-church-sponsored events, the group or person using the facilities must show proof of liability insurance.