



Statement of Purpose

The facilities and grounds of AEFC were provided by God through the sacrificial generosity of church members. AEFC desires that its facilities be used for the fellowship of the body of Christ and to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons or groups as a witness to our faith and in a spirit of Christian charity.

However, the AEFC facility will not permit use for groups/events that promote, advance or engage in views or beliefs that are contrary to the doctrinal beliefs of AEFC or its Constitution and By-laws, or which are in conflict with the moral teachings of AEFC, or involve sales. Nor may facilities be used for activities that contradict, or are deemed by AEFC leadership as inconsistent with, or contrary to the church's faith or moral teachings. The AEFC leadership is the final decision maker on whether a person or group is allowed to use church facilities.

This restricted 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 physical cooperation with that activity.

Second, it is important to the church that it presents a consistent message to the community 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 negative impact on the message that the church strives to promote.

Therefore, in no event shall persons or groups who hold, advance or advocate beliefs, or engage in practices that contradict the church's faith, use any church facility or grounds. This policy applies to all church facilities, because the church sees all of its property as holy and set apart to worship God.



Approved Users and Priority of Use

All building use requests will be approved by AEFC leadership. Priority shall generally be given to members of the church and organized groups that are part of the ministry, organization, or sponsored activities of AEFC. 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 in harmony with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Use 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.

Scheduling Events

Requests for facility use may be made to the church office staff, by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when AEFC leadership approves the use.

Facility Use Fees

Facility use by non-members or outside groups will be required to make a \$100 (less incurred fees) refundable deposit upon approval. Use of church facilities by non-members or outside groups will be required to pay the following fees for maintenance and upkeep of church facilities. Church members shall not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings.

1. Custodial - \$20.00 per hour for set-up and clean-up of event
2. Audio-Visual - \$20.00 per hour



Church Facility Use Policy

Facility Use Guidelines

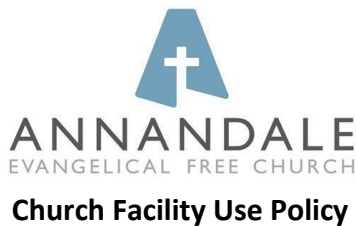
1. Smoking is prohibited in the church and on church grounds.
2. Alcoholic beverages are prohibited in the church and on church grounds.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Children must be supervised at all times.
5. Food and beverages are not allowed in the sanctuary.
6. Any equipment used, such as tables, chairs, etc., must be returned to original place.
7. All lights must be turned off and doors locked upon departure.
8. Groups are responsible to remove all materials that were brought in for the event.
9. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
10. No event may involve retail sales, including home based businesses.
11. No event may include fundraising without prior approval of the Elder Board.
12. All events scheduled for Saturday must be concluded by 8pm.
13. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

Decorating Guidelines

1. All decorations must be hung with either 3M commands strips or other removable tape. No tacks, nails or screws are to be used.
2. Glitter is not allowed in any event.
3. All decorations must be removed at the end of the event.

Insurance

1. For all non-church sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000, with AEFC listed as Additional Insured. The user must also sign a "Facility Use Form".
2. Members who host ministry events approved by AEFC leadership will not be required to obtain insurance coverage.
3. For all non-church sponsored events, the group or person using the facilities must agree to save, indemnify and keep harmless AEFC against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted at/for the event, save and except claims or litigation arising through the sole negligence or sole willful misconduct of AEFC. It is the intention of the parties that the indemnity provided by this agreement provides for indemnity to the fullest extent of the law.



Special Events Information

1. Custodial
 - We may not be able to accommodate your request for a Friday or Saturday event if a custodian is not available to prepare the church for Sunday morning.
 - Please communicate with the custodian how you would like tables and chairs set up.
 - Outside groups/individuals, as stated in the Facility Use Policy, will be charged a fee of \$20.00 per hour for all set-up and clean up of the event/room use.
2. Childcare
 - Annandale Evangelical Free Church does not provide childcare or use of its childcare facilities for outside groups/individuals.
 - Annandale Evangelical Free Church groups and ministry teams are permitted to use AEFC childcare facilities, but must use the AEFC childcare staff; please contact the Nursery Coordinator for a list of childcare staff. The current rate for childcare is \$15 per hour for adult staff, and \$7 per hour for youth.
 - It is the responsibility of the ministry team to contact the church office to arrange payment for the childcare staff services.
3. Audio-Video
 - A sound technician is available at a rate of \$20 per hour. Please contact the church office at office@annandalefree.com
4. Accessing the Church
 - For members and AEFC ministry teams, a card key can be checked out from the church office. The card key must be returned immediately following the event.
 - All doors must be locked and all lights turned off prior to leaving the building at the end of the event.
 - For all outside groups/individuals, a custodian will be available to open and lock up the church for your event.
5. Promoting your event (AEFC will not promote any outside group or individual)
 - Bulletin Announcements: Contact the church office at office@annandalefree.com
 - Promotional Requests: Make requests a minimum of 2 weeks prior to the event. This would include flyers, programs, posters and sign-up sheets.
 - Copies: If you have material you want copied for your event, bring the material to the office at least 3 days in advance. Charge per copy is \$.04/side black and white, \$.10/side color.
 - Sunday morning spotlight: Contact the office at office@annandalefree.com
 - Highway sign: Contact the office at office@annandalefree.com



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 person 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 AEFC 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, which is requesting use of the church's facilities, that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts 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 \$100.00, a certificate of insurance with AEFC listed as additional insured in the amount of \$1,000,000.00, and any other fees required by the church.
5. I understand that AEFC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to AEFC leadership 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. 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

****For office use only****

Has the event been approved by the AEFC Elder Board and considered to be "church sponsored"?

Yes _____ No _____

If no, please refer to the Church Facility Use Policy with regard to insurance requirements for "non-church sponsored" events.

Authorized Signature _____ Date _____