

**Stillwater Christian Church Use Policy**  
**For**  
**Member Weddings**

**Statement of Purpose**

The Stillwater Christian Church's (SCC's) facilities were provided through God's benevolence and by the sacrificial generosity of its members. SCC 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 make our facilities available to approved members and member-involved groups as a witness to our faith, and in a spirit of Christian fellowship.

However, facility use will not be permitted to members or member-involved groups holding, advancing, or advocating beliefs, or advancing, advocating, teaching, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws or in the Holy Scriptures. Nor may the facility be used for activities that contradict, or are deemed by the Elders as inconsistent with, or contrary to the church's faith or moral teachings. The Elders by unanimous vote, are the final decision-makers on whether a member or member-involved group is allowed to use the church facility.

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. See II Corinthians 6: 14; I 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 the 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 would 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 person 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 because the church sees all of its property as holy and set apart to worship God through Jesus Christ. See Colossians 3:17

*I have read, understand and am in agreement with the Statement of Purpose: \_\_\_\_\_ (Initials)*

### **Approved Users and Priority of Use**

The Elders must approve all uses of church facilities. Priority shall generally be given to organized groups that are part of the church's ministry, organization, or sponsored activities of the church. The Church facilities will not be available for use on holidays, including New Year's Eve and New Year's Day, Valentine's Day, Easter, Memorial Day weekend, the Fourth of July weekend, Thanksgiving Eve and Thanksgiving Day, and Christmas Eve and Christmas Day. Church facilities will be made available to members and member-involved groups meeting the following qualifications:

- 1) Member or Member-involved groups must affirm that their beliefs, practices, teachings and planned use of the facilities are in harmony with the church's faith, beliefs and practices.
- 2) The Member or Member-involved groups seeking facility use must submit a signed "Church Facility Reservation Request and Agreement Form."

### **Scheduling of Events**

Requests for facility use will be made to the Office Administrator. The Office Administrator will document the request and will discuss the request with the Elders for approval. If approved, the member or member-involved group will submit the "Church Facility Reservation Request and Agreement Form" along with a deposit/building use fees as appropriate.

### **General Facility Use Guidelines**

Please read and initial each item below indicating your agreement to SCC's policy.

- \_\_\_ No alcohol may be served or brought into the church facility or brought onto the church's grounds.
- \_\_\_ Smoking or use of any tobacco-containing products is prohibited in the church facility or on the church grounds.
- \_\_\_ Drugs, narcotics and any type of illegal substances of any kind are prohibited in the church facility or on the church grounds.
- \_\_\_ Please stay within the area of the building that you have received approval to use.
- \_\_\_ Children must be supervised by an adult at all times and will not be allowed to run throughout the building.
- \_\_\_ Food and beverages are allowed in the designated areas only. Please refer to the **Food and Beverages Policy for In-house Events** included as Attachment A. Failure to adhere to this policy will result in an automatic loss of the group's deposit.
- cleaning solely to the custodial support. Any type of accident, should be reported directly to the SCC staff present during the event.

### **General Facility Use Guidelines (Continued)**

- \_\_\_\_ Members using the facility shall take the utmost care to be sure SCC's resources and assets are not wasted nor made vulnerable to theft or damage. Please be sure the church facility is left in the same condition or better as before your wedding. While custodial support will be provided to make this effort easier, we ask that the wedding party reserving the building not leave the task of cleaning solely to the custodial support. Any type of accident, should be reported directly to the SCC staff present during the event.
- \_\_\_\_ All areas used are to be mopped or vacuumed and all furniture is to be returned to its original location. Please see laminated diagrams in each room to replace furniture. Anything used in the kitchen should be cleaned and returned to its original location. Please take all garbage out to the dumpster at the end of the evening.
- \_\_\_\_ The order of service which includes songs to be played shall be provided to the sound tech one month prior to the wedding date.
- \_\_\_\_ The wedding reception is to be completed by 10 PM. Custodial support will be on-site to help with clean-up as well as answer questions that may arise during clean-up.
- \_\_\_\_ The building will be closed to all other functions during your wedding/reception.
- \_\_\_\_ One of our Pastors must officiate the wedding ceremony unless otherwise approved.
- \_\_\_\_ Decorations in the Sanctuary:
  - Only no drip, no wax candles may be used.
  - Candelabra can be used (the ones with metal tubes with candle inserts).
  - No free standing candles can be used; the only exception will be the use of a unity candle.
- \_\_\_\_ Decorations in the Gym/Café:
  - Candles in globes, bowls or secured in holders on plates may be used on tables. No free standing candles will be allowed.
- \_\_\_\_ No red drinks are to be used in the building.
- \_\_\_\_ Please do not tape anything, including decorations to the walls. The use of this type of decoration must be specifically listed in the "Church Facility Reservation Request and Agreement Form" and must be approved in advance. Failure to follow this requirement will result in an automatic loss of the deposit.
- \_\_\_\_ Members are responsible for all wedding-related and kitchen supplies (such as paper products, silverware, table coverings, aluminum foil, plastic wrap, etc.)
- \_\_\_\_ Three (3) garbage cans/bags will be provided. If excess garbage is anticipated, Members will be responsible for the extra garbage bags and to take the extra garbage with them.

## **Visuals**

The requested use of SCCs Audio/Visual systems for the projection of video clips and documentations must be included on the Church Facility Reservation Request and Agreement Form. SCC reserves the right to question or scan any video clip or any other media that will be projected in our facility. The cost for the Audio/Visual usage is included in the Fees Section of the Request for Facility Use application.

## **Insurance**

For all weddings and member-involved groups, the member or groups using the facilities must obtain liability insurance coverage in the amount of at least \$1 Million. A certificate of insurance will be submitted with the final signed "Church Facility Reservation Request and Agreement" form listing the Stillwater Christian Church as an Additional Insured. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement." All participants must also sign a waiver holding SCC harmless for any injuries that may be sustained during the athletic event.

## **Deposit and Fees**

The Stillwater Christian Church Facilities Usage Fee Schedule is included as Attachment A and applies to groups using SCC's facility to help offset direct costs, such as clean-up and utility charges. The deposit and all related fees must be submitted with the completed Church Facility Reservation Request and Agreement Form. Applications without the proper deposit/fees will be not reviewed until all monies are received.

Please refer to Attachment B for the applicable facility deposit and fees.

*I have read, understand and am in agreement with the above sections: \_\_\_\_\_ (Initials)*

## Church Facility Reservation Request and Agreement

Name of Member requesting use of facilities:

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Contact Information - Name(s), Address, Telephone Numbers and Email Address:

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Please State the Date of the Wedding and Rooms Requested:

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Please Note any Special Requests for Approval:

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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 of 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 of \$ 100 upon signing and submitting this agreement, a certificate of insurance for at least \$ 1 Million of coverage, 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 my use of these facilities is subject to the church's explicit 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 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 I Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through a mutually acceptable arbitration service.

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Signature

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Printed Name

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Date:

## **Stillwater Christian Church Facilities Usage Fee Schedule**

### **Member Weddings**

\$100 deposit to be refunded provided no type of damage to the facility and/or equipment is found.

Sound Technician: \$100 (Includes rehearsal & wedding, not the reception)

Visual Technician: \$100

Custodial Support: \$100

Pastoral Suggested Donation: \$200

### **Facility Fees:**

There will be no additional fee for the use of the Facility for Members who have their marriage ceremony at the church, and go elsewhere for the rehearsal dinner and reception.

For those Members who wish to use the church facility for a rehearsal dinner and reception, the following fees apply:

\$50 for use of the café with access to the Lobby and Bathrooms.

\$100 for use of the gym with access to the Lobby and Bathrooms.

\$20 per hour for use of the kitchen.

\$7 per hour for use of Class Room(s) used as dressing rooms.