



## Sample Church Facility Use Policy

Southern Baptist Church of Town, State (the “Church”) is an evangelical Christian church affiliated with the Southern Baptist Convention. Our building and all of our assets belong to God and are gifts from God to be used in ministry. Sometimes we permit use of our facilities by church members, relatives of church members, or non-members for purposes consistent with our mission and beliefs as a Christian church (see 2 Corinthians 6:14; 1 Thessalonians 5:22; 1 Peter 2:9). Only those uses which are consistent with our mission and beliefs are allowed, and we exercise discretion over all requests to use our facilities. For a more detailed discussion of our mission and beliefs, please see [insert title of your church’s statement of faith, your statement on marriage, a reference to the 2000 Baptist Faith and Message, etc.].

If you wish to use our facilities, please read this policy and provide the necessary information to submit your request. Someone from the Church will review your information and may speak with you before the Church agrees to your requested use. By signing the Request for Use, you indicate your acknowledgement of the terms of this policy and agree to abide by such terms. The Church reserves the right to add additional terms or restrictions based upon your particular requested use. Submission of the Request for Use does not guaranty that you will be permitted to use the facilities for your requested purpose or at your requested date or time.

### Requirements and Terms for Building Use:

1. No alcohol is permitted on Church property [insert any exceptions, such as if wine is permitted for communion].
2. No smoking is permitted on Church property [insert any exceptions, such as if smoking is allowed outside or in designated area].
3. Insert any information about deposits, insurance requirements, cost for using the building, etc.
4. You are responsible and liable for any and all damage or liability connected to your use of the facilities, your activities while on Church property, or the actions or negligence of anyone invited onto the premises by you or who is present on Church property in connection with your event or activities.

Insert any additional information or terms you have (e.g. portions of the building that may or may not be used; if users must clean the building or do anything in particular after using the building; the time when the building must be vacated; the amount of notice required to cancel a use and get a full refund; etc.)

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Southern Baptist Church of Town, State

## Request for Use

Name(s) of Intended User(s): \_\_\_\_\_

Contact Phone Number and Email: \_\_\_\_\_

Church Affiliation of Intended User(s): \_\_\_\_\_

Description of Intended Use: \_\_\_\_\_

Date(s) and Time(s) of Intended Use: \_\_\_\_\_

Portion of the Building to be Used: \_\_\_\_\_

I agree to abide by and be bound by the terms of the Facility Use Policy of Southern Baptist Church of Town, State. I understand that the Church exercises sole discretion over use of its facilities and that any use must be consistent with the Church's mission and beliefs. I also understand that submitting this Request for Use does not guaranty that I may use Church facilities. The Church will review my information, and a representative of the Church may speak with me before the Church approves and reserves my desired date(s) and time(s) for use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

