



# Building Use Policy

## Purpose

The purpose and intended use of the buildings and grounds of the Christian Church of Rural Grove (CCRG) is that they be used in a God-honoring way to serve His people and to aid them in showing God's love to those in this community. We view these facilities as belonging to the Lord and therefore desire they be used to exalt Him and to promote His message of love and grace. It is intended that any use of the facilities or property owned or operated by the Christian Church of Rural Grove will be in keeping with the purposes and policies of the Christian Church of Rural Grove and our beliefs as stated in our church constitution. CCRG reserves the right to change this policy whenever it deems necessary.

## Reservation Policy

The use of the facilities by other religious, charitable, cultural, educational or character-building organizations and individuals is permitted provided such use does not interfere with normal church functions.

- Functions which occur on CCRG property, other than those involving the regularly scheduled services, are generally regulated by the Pastor and/or the Deacons and Trustees of CCRG according to the following policy.
- The Pastor and/or the Deacons and Trustees of CCRG are authorized to refuse any request or cancel any function if it does not conform to the use, intent, or restrictions outlined in this policy.
- The Pastor and/or the Deacons and Trustees of CCRG reserve the right to deviate from this policy as the need may arise.
- Users may reserve a space no more than twelve (12) months in advance for one-time functions.
- Recurring reservations are permitted; however, no more than twelve (12) recurring reservations may be scheduled or reserved on the books by any individual or organization at any time.
- Cancellation: Organizations must cancel reservations as soon as they are aware they will not be using the space reserved. All fees will be refunded when at least twenty-four (24) hours' notice of cancellation is given.

Functions are classified and fees determined according to their purpose. Classification of a function is made by the Pastor and/or Deacons of CCRG. Priorities will be in the order of Category #1, #2 and then #3.

**Category #1** CCRG CHURCH PROGRAMS AND FUNCTIONS such as Young Adult Fellowship, Sunday School classes, Kids Club, Youth Group, board or committee meetings, church music programs and rehearsals, and weddings, receptions and funerals of CCRG members. The cost of the building use for Category #1 functions is included in the operating budget of the church.

**Category #2** COMMUNITY OR CHRISTIAN SERVICE FUNCTIONS, as determined by the Deacons of CCRG, such as Rural Grove Fire Department community gatherings, meetings involving local ministries, relief efforts, and approved others. The cost of covering Category #2 functions is generally regarded as part of our Christian service, but donations to help cover our costs are gratefully accepted. If custodial care is required, a fee will be charged.

**Category #3** CULTURAL OR SOCIAL FUNCTIONS, as determined by the Deacons of CCRG. All functions in Category #3 will be charged a fee for the use of the facility.

- All Category #2 and Category #3 functions require one representative of the group to be identified as the Function Leader.
- All Category #3 functions held before and after normal business hours require the presence of a responsible CCRG member who will ensure proper building use and opening and closing the church.
- Any group or organization not known to the Pastor or members of CCRG will be asked to present a written statement of its purpose on the Building Use Application, the reason for the function and the names of its leaders.

# Reservation Fee Policy

## Fee Schedule

Category	Sanctuary	Fellowship Hall / Gym	Classrooms	Kitchen
#1 Church Functions	No Charge	No Charge	No Charge	No Charge
#2 Community or Christian Service Functions <sup>+</sup> (Suggested Donation)*	\$75	\$100	\$25	\$25
#3 Cultural or Social Functions <sup>+</sup>	\$85	\$110	\$35	\$25

<sup>+</sup>A \$50 refundable reservation deposit applies to Category #2 and Category #3 Functions as determined by the Pastor and/or Trustees of CCRG.

\*If there is a charge for the event and/or if the event is a fundraiser, we ask that the fee be given as specified.

1. Fees must be paid at least one week prior to the scheduled event, unless other arrangements are made when the Function Leader is notified of approval.
2. If the Pastor and/or the Deacons and Trustees of CCRG find that they must cancel or suspend any reserved activity for any reason, all fees will be refunded pending the facilities are left in good order.
3. The Pastor or Trustees of CCRG may waive or modify the listed fees and requirements at their discretion.
4. The attached fee schedule has been established by the Trustees of CCRG.
5. Fees for the use of the facility are subject to periodic review and the fees charged to the groups will be adjusted accordingly.
6. For Category #2 (suggested donation) and Category #3, there is an additional \$50 fee per function (no more than four (4) sequential hours) for the presence of a qualified A/V technician and the use of the sound system.

## General Guidelines

1. All groups using the church facilities will be expected to conduct themselves in a proper manner, showing respect for God and the Scriptures in all attitudes, actions, and activities.
2. Use of tobacco, alcoholic beverages, or illegal drugs is prohibited on CCRG property.
3. The facilities will not be used for public dancing. We ask that wedding parties limit the dances to the Bride and Groom with their immediate family members. Cultural exhibits and other things involving dance will be handled on a case by case basis.
4. Music is to be God-honoring and respectful of the church and the community.
5. All groups must remove any non-church equipment used on the property at the end of the function at which it is used. (Except by prior arrangement with the Pastor or Designated Trustee of CCRG)
6. The use of the building will in no way interfere with the regular services or activities of the church.
7. CCRG may not be used for storage by outside groups.
8. No church equipment, including that of the kitchen, shall be taken from the church, except for use at CCRG functions. CCRG furniture or property may not be moved or altered except by prior consent of the Pastor or Designated Trustee of CCRG, and must be returned to its original position.
9. All lights must be turned off and doors secured after activities.
10. All trash must be picked up and the building left neat and clean at the conclusion of activities. Failure to do so will result in forfeiture of deposit.
11. Games of chance and/or lottery are not permitted on church property.
12. The use of tape or any type of adhesive for hanging of items to walls must have prior approval.
13. Except for cultural programs, the property will not be used for personal or commercial profit or gain.

14. In the case of youth groups, each group will have present a competent leader eighteen years of age or older as the responsible adult.
15. The Sound Room equipment is to be operated only by authorized personnel.
16. Permission must be obtained from the Pastor or Designated Trustee of CCRG to use the organ, piano, and/or the digital pianos.
17. Because of the complex heating/cooling system, no one is permitted to change the controls.
18. Groups must provide their own supplies.
19. No food or drinks are to be in the Sanctuary or Classrooms unless the Function Leader is given prior approval from the Pastor or Designated Trustee of CCRG.
20. Groups are considered responsible for any damage to the buildings and grounds. The Pastor and Trustees of CCRG will work together with the Function Leader to establish the best plan for restitution on a case by case basis. The deposit will be held until restitution is made.

## **Application and Reservation Process**

1. Contact the Pastor or Deacons of CCRG and request a Building Use Application.
2. Complete application and return to the Pastor or Deacons at least one month prior to desired date of use (at least 3 months for weddings, see wedding policy below). Requests for building use will not be considered for a period beyond a year from the date of the request. The Pastor and Trustees of CCRG will seek to make a decision concerning the Building Use Application within two (2) weeks of receiving the completed application. The Pastor and Trustees of CCRG will determine the availability of the facility for such an event.
3. The Pastor or Designated Trustee of CCRG will seek to contact the Function Leader concerning the decision within two weeks of receiving the completed application.
4. Following notification of an approved function, the \$50 deposit must be received within one (1) week of notification. This deposit is fully refundable if guidelines and fees are properly regarded.
5. The Function Leader must meet with the Pastor or Designated Trustee of CCRG at least one (1) week prior to the function to get a clear understanding of the parts of the building that may be used and the “ground rules” for the use of same. If a key is needed, it will be issued or loaned only to individuals who are members of CCRG, or those showing a need as approved by the Pastor or Trustees of CCRG. A record of same will be maintained in the CCRG office.
6. Fees must be paid at least one week prior to the scheduled event, unless other arrangements are made when the Function Leader is notified of approval.
7. The \$50 deposit will be refunded in a timely manner pending adherence to the guidelines of this policy within a week following the function.

## **Weddings/Receptions:**

According to our beliefs in the Word of God - the Bible, and its clear establishment of marriage as between a man and a woman (both being the genders established at birth by God), and the increasingly hostile attitude of our culture towards this truth, we, the Christian Church of Rural Grove (CCRG) make these determinations concerning weddings at our facilities and/or involving our pastor/s.

**A.** All couples desiring to be married at CCRG must read and agree with our Policy Statement on Sexuality as stated in Article XII of our Constitution (included at the end of this document). This Policy provides an explanation of our beliefs specifically in this area. The couple must signify their agreement by signing their names to the Policy.

**B.** CCRG desires that weddings at our facilities be officiated by our pastor but special requests can be made and determined on a case by case basis. All other ministers desiring to officiate a wedding at our facilities must be a pastor/minister of like faith and agreeing with our Policy Statement on Sexuality. A review of their church's beliefs would be conducted. CCRG's pastor and/or deacons will make the final determination.

**C.** Weddings/Receptions at our facilities will be clearly Christian in nature and God-honoring ceremonies or celebrations.

**D.** CCRG and its leadership reserve the right to limit the use of our facilities according to our beliefs as stated both here in our Constitution and Building Use Policy. CCRG also recognizes that its pastor has the right and privilege to not officiate a wedding due to conflicts with his own beliefs or schedule.

**E.** CCRG requires at least three months of lead time for weddings, especially for those involving our pastor. Special exemptions may be granted on a case by case basis.

**E.** CCRG will permit its pastor/s to incorporate their own policies on weddings. If you are interested in having the pastor of CCRG officiate at your wedding, you will need to request his personal wedding policy.

# Building Use Application

Date(s) of Use \_\_\_\_\_ Recurring Function?  Yes  No Frequency of Recurrence \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

Name of Group or Organization \_\_\_\_\_

Function Leader \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Term Expires \_\_\_\_\_

General liability and medical expense coverage?  Yes  No If Yes, we request a Certificate of Insurance naming the Christian Church of Rural Grove as an "additional insured". Please note that this is primarily for organizations and not individuals.

Brief description of the group or organization function and purpose \_\_\_\_\_

\_\_\_\_\_

Proposed Use of CCRG Facility (Please be detailed. i.e. music, dancing, etc.) \_\_\_\_\_

\_\_\_\_\_

Room(s) to be used  Fellowship Hall/Gym  Sanctuary  Classroom (s)  Kitchen

Number of people attending \_\_\_\_\_ Age Group \_\_\_\_\_

Special needs for set-up (please specify) \_\_\_\_\_

\_\_\_\_\_

Equipment Request:  Sound System (additional fee)  TV/DVD/  Digital Piano  Piano  Organ  
 Tables (\_\_\_\_) and Chairs (\_\_\_\_) – Please specify number

## Waiver of Liability

The Christian Church of Rural Grove (CCRG) assumes no responsibility or liability for any damage or injuries that occur while using the Church's facilities or on the Church's grounds. Any group or individual using Church property shall indemnify and hold harmless the Christian Church of Rural Grove from any claim, suit, demand, or action arising out of said group or individual's use of the Church property or presence thereon. Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases the Christian Church of Rural Grove, its trustees, pastor, and members from any and all liability related to the use of the property.

I, \_\_\_\_\_, representing the above stated group or individual have received a copy of the CCRG Building Use Policy. I have read it carefully and agree to abide by the policies and guidelines of the church. I understand that our group deposit will be forfeited if our group does not adhere to the policies stated in this document, and/or the key is not returned in the week immediately following our scheduled event.

\_\_\_\_\_  
Signature of Function Leader

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

<b>Office Use Only:</b> <input type="checkbox"/> Function Approved <input type="checkbox"/> Disapproved Function Leader Notified Date _____
Key: Issue Date _____ Returned Date _____ CCRG Rep. Initials _____
Function Deposit: Received Date _____ Refunded Date _____ CCRG Rep. Initials _____
Fee: Amount Due _____ Paid in Full Date _____ CCRG Rep. Initials _____

For those interested in using the CCRG facilities for their wedding, the policy below must be read and affirmed through your signing in spaces below. This policy is a part of our Church Constitution, the document that governs this church under the authority of God and His Word.

## *Article XII – Policy Statement on Sexuality*

The Christian Church of Rural Grove (CCRG) affirms biblical views of human sexuality. CCRG believes the Bible is God’s authoritative Word with all matters for the church, therefore, we teach and promote abstinence from any and all sexual activity or expression outside the boundaries and the bonds of monogamous, heterosexual marriage.

The Scripture declares that a sexual relationship or marriage between two individuals of the same sex as determined by birth conflicts with God’s design and plan for man (Genesis 2:23-24; Matthew 19:4-5; Romans 1:26-27; 7:1-4; Leviticus 18:12-18, 23). Therefore, anyone who practices this sexual immorality violates God’s Word. No marriage license or government approval of the “Homosexual Orientation” can validate that “Orientation” or “Lifestyle”, for God’s Prohibition cannot be satisfied or amended by human authorities.

In a biblical view, God defines one’s gender at conception prior to birth. One is either a male or a female. Sexuality, however, while a gift of God, is often perverted to sinful ends by both men and women. Sexual expression is a moral choice. According to the Bible, God defines all forms of sexual immorality as sin, and God condemns any and all alternatives to monogamous, heterosexual marriage (Genesis 2:23-24; 1 Corinthians 5:9-13; 1 Thessalonians 4:31).

While others adopt permanent labels, we try to avoid labeling individuals based upon some spiritual struggle in their lives. In other words, we think of a person struggling with narcotics, not just a “drug addict”. Or we think of a person struggling with temptations to steal, not just a “thief”. We do this because we do not recognize any of these labeling designations as indicative of some kind of “unalterable state or condition” (1 Corinthians 6:9-11). On the contrary, the Scriptures reveal that when someone is saved they are transformed. They are no longer identified by their old sinful lifestyles.

We are all “sinners”, but praise God this condition is not unalterable if we have accepted Christ as our Savior, for then we are “sinners saved by grace”. Yet sometimes the sin is more evident than the grace in our lives. People’s expression of human sexuality is influenced by this sin and grace struggle in the form of sexual temptations. The temptation in itself is not a sin; dwelling on the temptation, yielding to that temptation, becomes sin. People struggle with sexual integrity. Sometimes they yield to immoral behavior, whether heterosexual or homosexual. This act of sin does not make people unforgivable nor does it mean that by the grace of God they cannot change. A struggle with sexual temptation, even an act of sexual immorality, does not turn a person into a labeled category. It simply means there is sin in that person’s life and Christ is the answer to that sin.

However, if an individual practices sexual immorality, they are violating God’s will and are liable to church discipline (see Article V, Section 2 of the CCRG Constitution for further explanation). The object of church discipline is repentance and reconciliation. If there is repentance, the process of restoration will be under the supervision and discretion of the Pastor and Deacons. However, if someone does not repent and submit to an accountable process of restoration they shall be excluded from membership (1 Corinthians 5).

All members of the Christian Church of Rural Grove must believe and live in harmony with this policy.

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Groom

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Bride

Please submit to the leadership of the CCRG along with your Building Use Application.