

# **The Sanctuary Fellowship**

## **Facility Use Policy**

All of The Sanctuary Fellowship's property and facilities (including furniture, fixtures, and equipment) are set apart to worship God, regardless of the location of the facility (Colossians 3:17). The Sanctuary Fellowship's facilities are consecrated to our religious ministry and mission because they are a provision from God. Use of The Sanctuary Fellowship's property shall be for the propagation of the Christian faith, for fellowship, witnessing, religious teaching, and charity. Therefore, all use and occupancy of The Sanctuary Fellowship's property shall be limited to persons of our particular religion, the propagation of religion, or related religious purposes.

All activities on church property must cohere with the religious purpose of The Sanctuary Fellowship and further its Christian mission, whether the activity has an overt liturgical religious purpose (preaching, worship services, Bible instruction, communion, baptism) or non-liturgical religious purpose (social service, mentorship, community service, mentorship, benevolence, charity, schools). The Sanctuary Fellowship conducts all activities in order to advance or express its Christian mission, message and viewpoint. Church facility use shall be exclusively conditioned on whether the use promotes The Sanctuary Fellowship's mission, message and viewpoint, as all facility usage is an opportunity to glorify God. In addition, church property is exclusively reserved for persons and organizations who agree to abide by The Sanctuary Fellowship's written Statements of Faith, which are incorporated herein by reference, as if fully set forth herein.

Likewise, The Sanctuary Fellowship's facilities are not generally open to the public and may not be used by persons or groups holding, advancing, or advocating beliefs that conflict with The Sanctuary Fellowship's faith or moral teachings – including but not limited to The Sanctuary Fellowship's written Statements of Faith, which are incorporated herein by reference, as if fully set forth herein.

Any facilities that are made available to approved non-members for usage are meant to further The Sanctuary Fellowship's calling to minister to other, in the vein of charity and witnessing to our faith. For this reason, The Sanctuary Fellowship property cannot be used for purposes that contradict the church's beliefs, which would constitute a grave violations of the church's faith and religious practice, as well as degrade The Sanctuary Fellowship's religious integrity (II Corinthians 6:3; and 14; I Thessalonians 5:22).

### **Ownership/Control**

The Sanctuary Fellowship possesses the exclusive power to enforce conformity of belief. In regards to facility usage, The Sanctuary Fellowship seeks to avoid member confusion, formal or material cooperation with evil, and scandal by associating with any conduct that contradicts its religious beliefs. (1Peter 2:12) Church property issues or

disputes are directly related to religious doctrine and practice, as all facilities are utilized in a manner to advance or express The Sanctuary Fellowship's Christian mission, message, and viewpoint (Colossians 3:17). In the event that church facility use departs in any way from The Sanctuary Fellowship's doctrine, mission, written Statements of Faith, teaching or policies, The Sanctuary Fellowship's designated religious authority shall exclusively resolve any disputes. The Sanctuary Fellowship alone may make inquiry into the religious law and usage of The Sanctuary Fellowship's facilities and is therefore essential to the resolution of the controversy.

### **Facility Usage Fee Rate**

The Sanctuary Fellowship is a not-for-profit corporation. Because the facility is exclusively utilized for religious and ministry purposes, it may be reserved for the below-market rate of \$250.00 per hour or at a fee rate determined by TSF's leadership. The fee is intended to be used for general maintenance and cleaning of church facilities and to recoup operating costs during the event.

### **Guidelines and Requirements**

Each individual, group, or organization utilizing The Sanctuary Fellowship facilities (including equipment and property) is required to abide by all church guidelines, requirements and use restrictions at all times. Each individual, group, or organization is required to sign The Sanctuary Fellowship's Facilities Usage Agreement.

The Sanctuary Fellowship incorporates by reference its Code of Conduct, as if fully set forth herein. The Sanctuary Fellowship incorporates its Statement of Faith & Marriage, Sexuality, and Gender Identity, as if fully set forth herein.

Use of any controlled substances, including alcohol, tobacco products, and marijuana, is strictly prohibited on church property.

Church facilities are to be used with care and left in good, clean condition.

Licensee (s) or Invitee (s) reserving The Sanctuary Fellowship facilities or property must confine said usage to pre-approved areas of the church property, as provided for in their Facility Usage Agreement.

Any events involving children and youth require adequate adult supervision, provided by the reserving licensee (s) or invitee (s).

The Sanctuary Fellowship reserves the right to coordinate and schedule alternative activities and events in other church facilities.

The Sanctuary Fellowship reserves the right to accept or deny any applicants who seek to utilize or reserve The Sanctuary Fellowship facilities. Permission that is granted to licensee (s) or invitee (s) to utilize The Sanctuary Fellowship facilities or property shall not be transferred or passed to any alternative individual, group, or organization without the permission of The Sanctuary Fellowship.

**Insurance and Indemnity**

Non-member facility users will be required to provide their own general liability insurance coverage with a combined single limit of not less than \$500,000.00, naming The Sanctuary Fellowship as an additional insured.

Any and all damage occurring to The Sanctuary Fellowship facilities as a result of their use or reservation, shall be repaired and replaced by the licensee (s) or invitee (s), at a cost determined by The Sanctuary Fellowship or their designee.

All who reserve The Sanctuary Fellowship property or facilities for use agree to release, protect, defend, indemnify and hold harmless The Sanctuary Fellowship and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their use of any of The Sanctuary Fellowship facilities.

**Application**

All of our members, employees, and volunteers must affirm and adhere to this Facility Use Policy and church policies referenced therein to qualify for involvement with the ministry. This is necessary to accomplish our religious mission, goals and purpose.

Any non-members who wish to utilize The Sanctuary Fellowship’s facilities must acknowledge receipt and review of this Facility Use Policy. Further, non-members must agree to conduct themselves and their event, as well as utilize church facilities, in a manner consistent with The Sanctuary Fellowship’s purpose, ministry, Written Statements of Faith and policies, as set forth herein.

**FACILITY USAGE AGREEMENT**

Name of Licensee(s) or Invitee(s):  
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Address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone:  
\_\_\_\_\_

Contact Person:  
\_\_\_\_\_

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Email Address:

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Website:

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Licensee (s)            or            Invitee (s)            Membership            Status:

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Description    of    Licensee (s)    or    Invitee (s)            Ministry:

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Dates (s)    and    times(s)    of    event:

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Purpose    of    event:

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Nature    of    event:

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Facility/Room    being    reserved:

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Facility    Usage    Fee:

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I have received, reviewed and agree to adhere to all of The Sanctuary Fellowship's policies, including but not limited to the Statement of Faith on Marriage, Sexuality, and

Gender Identity, Bylaws, Standards of Morals and Conduct, and Statement of Religious Authority. I have read and fully understand the Facility Use Policy and the Facility Use Agreement and hereby expressly agree to adhere to all guidelines, requirements, restrictions and other provisions set forth therein.

I request to use the church facilities for the express purpose indicated above, and will utilize said facilities in a manner consistent with these stated purposes. To the best of my knowledge, I am not aware that the reserving individual, group, or organization holds, advances, or advocates beliefs that conflict with the church's faith or moral teachings.

It is agreed and understood that this contract shall remain in force only for the term in which I comply with The Sanctuary Fellowship's policies, as set forth herein, and as long thereafter as I comply. I understand that all facilities privileges automatically terminate if I engage in any conduct or avocation of conduct that stands in contradiction to The Sanctuary Fellowship's stated beliefs, policies, and mission as set forth herein. I agree to notify The Sanctuary Fellowship authority immediately upon the knowledge that church facilities or properties are being utilized in a manner inconsistent with church policies. I submit to the designated authority or The Sanctuary Fellowship to resolve any disputes relating to church property or facility use.

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Invitee (s)/Licensee (s) Signature (s)

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Title

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Date

Approved by The Sanctuary Fellowship:

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Signature (s)

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Title

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Date