



## CHURCH USE POLICY

(For Non NCBF Church Sponsored Activities/Events)

### Purpose:

The purpose of this policy statement is to provide guidelines for “non-New Creation Bible Fellowship Church (NCBFC) sponsored use of facilities at NCBF church and/or Worship Center, as well as related rooms, mobiles or equipment.

### Facility Use Policies:

It is the desire of NCBF Church to maximize the use of facilities in such a way as to honor God and be good stewards of His property. To that end, there are several policies in regard to use of these facilities:

- 1) Facility use requires pre-approval from the Facility Use Team.
- 2) Type of use of facility must not conflict with the Statement of Faith of NCBF Church. The use of alcohol or tobacco is prohibited, unless pre-approved by Facility Use Team.
- 3) Use not sponsored or endorsed by NCBF church requires a Certificate of Insurance that names NCBF Church as “Additionally Insured”.
- 4) Any rents/deposits paid for use of facility are to be received one week prior to use. Any exceptions would be spelled out in the Facility Use Agreement.
- 5) All clean-up is the responsibility of those using the facility, unless prior janitorial arrangements have been made.
- 6) While priority is given to Church or member related activities, a commitment to rent will be given upon written approval only. Verbal commitments cannot be honored for logistic reasons.
- 7) New Creation church reserves the right to refuse use of facility to anyone.

### Application Process:

All persons wishing to use “NCBF facilities” under this policy shall submit a FACILITY USE APPLICATION with a brief description of the activity, for which the facility will be used. This application will be the vehicle used to review and approval of the request. An application is not confirmed until it has been fully approved and returned to the applicant. No assumptions or commitments should be made until such time that final approval is received.

If the facility is being used by another religious group, they shall also read and sign a copy of New Creation’s Statement of Faith and clarify any sections with which they take exception. Disagreement of New Creation’s Statement of Faith does not negate the use of these facilities. However, NCBF church reserves the right to refuse use of the facility based on religious beliefs if we feel the contradiction of beliefs to great.

### Evaluation Process:

- 1) Upon receipt of application, the Church Office will review the application for omissions and consult the Church calendar to determine if there are any conflicts with other events. Church sponsored activities shall take precedence over all other activities.
  - < If a conflict exists the church office may check with parties who currently have facility reserved to verify that there is indeed a conflict.
  - < If there is a conflict, then the church Office shall reject the application, explaining to the applicant that the facility is already booked. Applicant could then re=apply for alternate dates or times.
- 2) If facility is potentially available, the application and signed Statement of Faith shall be forwarded to the Lead Pastor and Facility Use Team for review and approval. The application will be reviewed to verify that the event and/or group sponsoring the event to no conflict with the Facility Use Policies or NCBF’s Statement of Faith or the Holy Bible.

< If a difference exists, the application will be rejected and the Church Office shall contact the applicant and explain

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to them that the facility will not be made available for their use. In the event the applicant wants to know why, the Senior Pastor or designee will contact them to explain.

- 3) In the event the application is not in conflict, based on NCBF's Mission, Statement of Faith, or the Bible, the Church Office shall review the calendar to verify that there are no other events taking place in the facility that could potentially conflict with the applicants' use of the facility.

< Potential conflicts can include, but are not limited to, other events or meetings that will be taking place, at the same time, in other parts of the facility, other events that will use the facility prior to or following the applicants event where the potential exists to interfere with the other event because of time required to set up/clean up and/or rearrange the facility.

< If a potential conflict exists, attempts will be made to resolve the conflict prior to approval for use of the facility. The Church Office is responsible for contracting the affected parties and facilitating resolution.

### Approval:

If all conflicts are resolved and the Senior Pastor, or designee, approves the use, then the Church Office shall contact the applicant and inform them of the approval, subject to the applicant paying any agreed upon fees and deposits and the Use Requirements outlined below.

### Use Requirements:

- 1) Partly using facility is responsible for cleaning up after use and returning the facility to the "as-found" configuration when received.
- 2) The custodian, Wedding Hostess and Audio-Visual technician require one (1) month notice as to the time, date of large events such as weddings.
- 3) A Pastor's honorarium for weddings is not included in any of the fee scheduled herein. Arrangements with any NCBF Pastor are between the applicant and the Pastor and are not part of this Policy.
- 4) Arrangements for musicians should be made independently. Fees for musicians are not included in any of the fee schedules herein. Use of Audio-Visual, or church instruments is part of a separate agreement.
- 5) Decorations, including flowers and candles for weddings are the responsibility of the applicant. Use of open flame is prohibited.
- 6) Under no circumstances is smoking permitted in any building.
- 7) Alcoholic beverages are not permitted on premises.
- 8) For weddings, the throwing of rice or other products is prohibited in the building.
- 9) Food is prohibited in the Worship Room, unless prior approval is given. All garbage must be removed to dumpster after use to eliminate the problem of ants.
- 10) A 20% deposit is required with 5% of amount non-refundable.
- 11) Be familiar with NCBF Emergency Evacuation Plan strategy(ies) posted in all enclosed rooms.

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**The following statements reflect the doctrinal views of New Creation Bible Fellowship Church, as a body. What we believe...**

### **...about the Bible**

The Bible is the main way God speaks to us today. It is God's Living Word that is as relevant today as it was the day it was written thousands of years ago. We believe God inspired men to write His words, without error.

(2 Peter 1:21, 2 Timothy 3:16)

### **...about God**

We believe that God is eternal, with no beginning or ending, and that He never changes. We believe this one God exist in the form of three persons; God the Father, God the Son (Jesus Christ), and God the Holy Spirit. The term for this is called the Trinity. (Genesis 1:26-27; Genesis 3:22, Matthew 3:17; Matthew 28:19; Luke 10:35; 2 Corinthians 13:11)

### **...about Mankind**

We believe God created mankind so that we could enjoy a relationship with God that honors Him, while giving us the fullness of His character displayed in us. However, mankind chose to see our own greatness and brought sin into the world. Because of that sin, we were separated from the relationship we had with God.

### **...about Sin**

We believe a sin is committed anytime we reject God's will for our life and pursue our own. It is our nature to reject God and live corrupt lives. Even our best attempts to do good, fall short of the perfect holiness of God and, therefore, we cannot remove the guilt of sin ourselves.

(Romans 3:23)

### **...about Jesus Christ**

We believe that Jesus Christ is God who became human. He was one person, both human and divine. We believe He came to pay the penalty for our sin so that we could have the gift of salvation, if we believe in Him and accept what he did for us on the cross. We believe His resurrection from death was our victory over sin and our hope for eternal salvation with Him.

### **...about the Christian Life**

We believe our response to what Jesus Christ did for us on the cross is to let Jesus be Lord of our life and to follow His commands and allow the Holy Spirit to change us from the inside, out. We are given Spiritual gifts that are used to build up the church and carry out God's plan for our life. Our new life is a daily process of transformation where we become more Christ-like in letting His characteristics "shine" through us.

(2 Corinthians 5:17; Romans 6:1; Galatians 5:22-23; Ephesians 1: 11-13)

### **...about the Christian Church**

We believe that there exists both the spiritual church and the local church. The spiritual church is made up of all Christians who accept Jesus Christ as their Savior and Lord; regardless of their particular denominations. The local church is made up of people committed to helping each other grow in their faith as well as carry on the purposes of Jesus Christ, which is to share the good news of salvation to everyone within our sphere of influence; through love, service and Spirit-driven guidance.

(Matthew 16:18; Matthew 28:28-30)

### **...about Marriage**

Marriage is a biblical institution established by God as clearly described in the scriptures. This Church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this Church, its pastors, staff, and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes. (Genesis 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; 1 Corinthians 7:2; Ephesians 5:3; Hebrews 13:4)



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### ... about Human Sexuality

The Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence, this Church opposes all forms of sexual immorality including adultery, homosexuality, and pornography. (Genesis 1:26-28; 19:4-11; Judges 19:22-25 Romans 1:18-32; 1 Corinthians 6:9-11; Ephesians 1:13; Jude 7)

### I have read NCBF's Statement of Faith and ...

agree with all of the above statements. Signed: \_\_\_\_\_

disagree with the items highlighted above. Signed: \_\_\_\_\_



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**Please fill out Sections A & B to the best of your ability. Section C is to be filled out by Facility Designee.**

Organization:		(Name must match Organization on Certificate of Insurance) <b>Certificate of Insurance Attached Y / N</b>		
		<b>Expires:</b>		
Mailing Address:	City	State	Zip	
Contact Person:	Phone:	Cell:	Fax:	Email:
<b>SECTION B: Event Information</b>		<b>(Multiple uses need separate applications)</b>		
Description of Purpose and type of use:				
Date(s):	Times Needed (Open/Close)		Frequency (Circle One):	
			One-Time	Weekly
			Monthly	Other
Explain:				
Technician/Equipment Needed				
Janitorial Service	Y / N	Portable Sound / Video	Y / N	
AV Technician	Y / N	Worship Room Sound	Y / N	
Other: _____	Y / N	Tables No:: _____	Y / N	
		Chairs No:: _____	Y / N	
		Other No:: _____	Y / N	
<b>Signature of Authorized Representative:</b>		<b>Title:</b>	<b>Date:</b>	
<b>SECTION C: Approval and Fees</b>		<b>(To be filled out by the Church Office)</b>		
<b>Location Available:</b>	Y / N / See Below	Facility Use Fee: \$:		
<b>Equipment Available:</b>	Y / N / See Below	Equipment Use Fee: \$:		
		Technician Use Fee: \$:		
<b>Janitorial Service Required:</b>	Y / N \$50. Flat rate	Other Fee: \$:		
Assigned:	<input type="text"/>	Ph#:	<input type="text"/>	
<b>A/V Technician Requested:</b>	Y / N \$25. Hr (2hr min)	<b>Total Cost for Facility Use:</b>		
Assigned:	<input type="text"/>	Ph#:	<input type="text"/>	
		\$ <input type="text"/>		
<b>Comments:</b>		<b>Amount   Date Rec'vd:</b>		
		<b>Total Rent:</b>		
		<b>Deposit Paid:</b>		
<b>APPROVED / DENIED</b>	<b>Authorized Signature:</b>	<b>Date:</b>		

All checks made payable to New Creation Bible Fellowship Church (NCBF)



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**FEE SCHEDULE**

Sanctuary	\$30 hr
Meeting Rooms 1&2 (High School)	\$15 hr
Meeting Room 3 (Children)	\$10 hr
Meeting Room 4 (FOF)	\$10 hr
Meeting Room 5 (Adult #2)	\$10 hr
Meeting Center 7 (Youth Center)	\$25 hr
Kitchen	\$20 hr
Package 1 – All Rooms & Youth Ctr	\$110hr (Kitchen free)
Package 2 - All Rooms	\$95hr (no kitchen)
Custom Packages available/negotiable.	

**Pastor or Appointee has authority to waive / adjust fees at their discretion.**