

AUGCCC Facility Use Policy

奥本恩典华人基督教会场地使用政策

1. Statement of Purpose 目的声明

Auburn Grace Chinese Christian Church (AUGCCC) facilities were provided through God's benevolence and the generous offerings of church members. AUGCCC 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 outside ministries, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. 奥本恩典华人基督教会 (AUGCCC) 的教堂场地是通过上帝的仁慈和教会成员的慷慨奉献而提供的。AUGCCC 希望其设施用于基督身体的团契，并始终荣耀上帝。虽然这些设施一般不向外部事工开放，但我们本着基督慈善精神，向经批准的非会员个人和团体开放我们的设施，作为我们信仰的见证，并作为展示耶稣基督福音的一种方式。

However, the facilities use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with AUGCCC's moral teachings, which are summarized in, among other places, the Church Bylaws and Statement of Faith. Nor may facilities be used for activities that contradict or are deemed by the Church Leadership (Elders and Deacons) as inconsistent with or contrary to the church's moral teachings. The Church Leadership is the final decision-maker on whether a person or group is allowed to use the church facilities. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because AUGCCC sees all its property as holy and set apart to worship God. 然而，持有、推进或倡导信仰的个人或团体，或推进、提倡或参与与 AUGCCC 道德教义相冲突的个人或团体不得使用该设施，这些教义在教会章程，信仰声明，和其他地方进行了总结。设施也不得用于与教会道德教义相矛盾或被教会长执会/执事会认为不符合或违背教会道德教义的活动。教会长执会/执事会是个人或团体是否被允许使用教会设施的最终决策者。这项政策适用于所有教会设施，无论这些设施是否与教会的圣所相连，因为 AUGCCC 认为其所有财产都是神圣的，并分别出来用于敬拜上帝。

2. General Use Policy 一般使用政策

- Our Biblically based convictions and insurance regulations prohibit certain elements and practices. 我们以圣经为基础的信念和保险规定禁止某些情况和做法。
 - No use of illegal drugs, alcohol, or tobacco of any kind is permitted on the premises. 禁止在场所内使用非法药物、酒精或烟草。
 - Any music or video used must be Christian and/or non-offensive to Biblical guidelines and our convictions. 使用的任何音乐或视频都必须是基督教的和/或不冒犯圣经准则的和我们的信念的。
- The conduct displayed at all events is expected to be Christ-like and honor the Lord. No

intentionally destructive or abusive behavior toward people or property will be tolerated. Responsible parties shall be held accountable for any costs of property damages. 期望在所有活动中表现出的行为都应像基督并荣耀主。我们绝不会容忍对人或财产的故意破坏性或辱骂行为。责任方应对任何财产损失费用负责。

- Adequate adult supervision is necessary for all youth and children's events. 所有青少年和儿童活动都需要充分的成人监督。
- Any activity will be limited to the area scheduled for the specific event. 任何活动都将仅限于为特定活动安排的区域。
- Use of kitchen area and equipment must comply with any posted "Kitchen Policies & Procedures". 厨房区域和设备的使用必须遵守任何张贴的"厨房政策和程序"。
- The user is responsible for the activity setup and cleanup of rooms and the return of equipment to its original locations. Church members should be consulted to give directions for placement or storage. 使用者负责活动设置和房间的清理，以及将设备放回其原始位置。应咨询教会成员，以指导放置或存放。
- At least one AUGCCC member must be present at the scheduled event. Any exceptions must be pre-approved by the Church Leadership Team. 必须至少有一名 AUGCCC 成员出席预定的活动。任何例外情况都必须得到教会长执会/执事会的预先批准。
- All lights must be turned off and doors locked upon departure. 离开时必须关闭所有灯并锁上门。
- Any questions or clarifications should be referred to the Church Leadership Team. Anything not covered by the preceding criteria may be considered by the Church Leadership Team on a case-by-case basis. Any exceptions will not necessarily establish precedence. 如有任何问题或澄清，应提交给教会长执会/执事会。上述准则未涵盖的任何情况，教会长执会/执事会都可以根据具体情况予以考虑。任何例外情况都不一定能确立优先权。

3. Member Use Notes 会员使用须知

- If a member of AUGCCC wants to host an event using the church's facilities, an application (**Form 1**) must be submitted to the Church Leadership Team (Elders and Deacons) at least 14 days in advance. In case of an urgent need, the application will be reviewed expeditiously by the Church Leadership Team, who will make a decision. Upon approval by the Church Leadership Team, a fee must be paid according to the **Facility Use Fee Schedule** (Section 5) before using the facility. 如果 AUGCCC 的成员想使用教堂设施举办活动，则必须至少提前 14 天向教会长执会/执事会提交申请（**表格 1**）。如有紧急需要，教会长执会/执事会将迅速审阅申请，并由教会长执会/执事会做出决定。经教会长执会/执事会批准后，必须在使用设施前根据**设施使用费表**（第5节）支付费用。

4. Non-Member Use Notes 非会员使用须知

- The church calendar takes precedence over outside requests. Facilities may only be

used for Ministry and Community Outreach events. 教会的日历优先于外部请求。设施只能用于事工和社区外展活动。

- Application (**Form 2**) must be submitted to the Church Leadership Team at least 14 days before the expected event day. Events cannot be scheduled more than six months in advance. Clearance of dates must be made through Church Leadership Team approval. 申请（**表格 2**）必须在预期活动日期前至少 14 天提交给教会长执会/执事会。活动不能提前 6 个月以上作安排。使用日期必须通过教会长执会/执事会的批准来许可。

5. Facility Use Fee Schedule 设施使用费明细表

- As a testimony of our faith and a way to present the gospel of Jesus Christ, only the Church Leadership Team may decide whether or not to waive the facility usage fee. 作为我们信仰的见证，并作为展示耶稣基督福音的一种方式，只有长执会/执事会方可决定是否免去设施使用费。
- The fees are for the essential costs of the use of the facilities, including utilities, maintenance, cleaning, etc. The available facilities and the fees for use are as follows. 所收费用是用于使用设施的基本费用，包括水电费、维护、清洁等。可用的设施和使用费用如下。

Sanctuary: 圣所:

- The cost for a member conducting a church-sponsored event is \$0. 教会成员举办教会支持的活动的费用为 0 美元。
- The Member's cost for a non-church-sponsored event is \$200 for up to 4 hours. 非教会赞助活动的会员费用为 200 美元，最多 4 小时。
- Non-member cost is \$300 for up to 4 hours. Any special setup of the Worship Center will be negotiated at the time of scheduling. 非会员费用为 300 美元，最多 4 小时。礼拜中心的任何特殊设置都将在安排时协商。
- The fee for any event that would use the Worship Center past the 4-hour time frame listed above would be negotiated with the church for additional hours and any additional fees. 在上述 4 小时时间范围之后使用礼拜中心的任何活动的费用将与教会协商额外的时间和任何额外费用。

Classrooms: 教室:

- There are three classrooms available for use, including the childcare room. 有三间教室可供使用，包括教堂托儿所。
- The cost for a member scheduling a Church event is \$0. 成员安排教会活动的费用为 0 美元。

- **The Member's cost for a non-church-sponsored event is \$20 for one room for up to four hours.** 非教会赞助活动的会员费用为一个房间 20 美元，最多 4 小时。
- **A non-member's cost is \$40 for the use of one room for up to four hours.** 非会员的费用为 40 美元，使用一个房间最多四个小时。
- **The fee for any event that would use the Church classrooms past the 4-hour time frame listed above would be negotiated with the church for additional hours and any additional fees.** 在上述 4 小时时间范围之后使用教会教室的任何活动的费用将与教会协商，以增加时间和任何额外费用。

Form 1

AUGCCC Member Application for Use of Church Facilities

Person of Contact (AUGCCC member)

Name _____

Address _____

Cell Phone _____

Email _____

Date of event _____

Time of event setup _____

Time of event _____

Time of event cleanup _____

One-time use or regularly scheduled _____

Approximately how many will be attending _____

If youth event, how many chaperones vs. youth _____

Event Description _____

Member that will be overseeing the event _____

What rooms will you need? _____

Will you use the kitchen? _____

Will you need the use of sound, stage, tables, chairs, or video projection? __

If yes, which of the above? _____

AUGCCC Member who will be overseeing the setup of the event _____

AUGCCC Member who will be overseeing the cleanup of the event _____

If this is an outreach event, what type of follow-up is planned? _____

I affirm that:

1. I understand that AUGCCC 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 the use of church facilities will not contradict the church's faith, and I commit to promptly disclosing any potential conflict for which I am aware or become aware to the church's board of deacons.
3. I am not aware of any beliefs professed by me or the organization I represent who is requesting the use of AUGCCC's facilities that contradict the church's beliefs. I agree to promptly disclose any potential conflicts of belief to the church's board of deacons.
4. I understand that I will be responsible for any damage to the church facilities resulting from this proposed use of church facilities.
5. I understand that I and all the participants of this event will not hold AUGCCC accountable for any physical injuries and/or mental suffering resulting from this proposed use of church facilities.

Signature

Printed Name

Date

Form 2

Outside Group Application for Use of AUGCCC Facilities

Organization Name _____

Person of Contact

Name _____

Address _____

Cell Phone _____

Email _____

Date of event _____

Time of event setup _____

Time of event _____

Time of event cleanup _____

One-time use or regularly scheduled _____

Approximately how many will be attending _____

If youth event how many chaperones vs. youth _____

Event Description _____

Member who will be overseeing the event _____

Will you be charging an admission fee? _____ How much? _____

What rooms will you need? _____

Will you use the kitchen? _____

Will you need the use of sound, stage, tables, chairs, or video projection? __

If yes, which of the above? _____

AUGCCC Member who will be overseeing the setup of the event _____

AUGCCC Member who will be overseeing the cleanup of the event _____

If this is an outreach event, what type of follow-up is planned? _____

I affirm that:

1. I understand that AUGCCC 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 the use of church facilities will not contradict the church's faith, and I commit to promptly disclosing any potential conflict for which I am aware or become aware to the church's board of deacons.
3. I am not aware of any beliefs professed by me or the organization I represent, which is requesting the use of AUGCCC's facilities that contradict the church's beliefs. I agree to promptly disclose any potential conflicts of belief to the church's board of deacons.
4. I understand that AUGCCC does not allow its facilities to be generally available to outside persons or groups and that my use of these facilities is subject to the approval of church's board of deacons, which is conditioned in part on my agreement to the requirements in the AUGCCC Facility Use Policy, a copy of which I have read and understood.
5. I understand that I will be responsible for any damage to the church facilities resulting from this proposed use of facilities.
6. AUGCCC believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6.
7. I understand that I and all the participants of this event will not hold AUGCCC accountable for any physical injuries and/or mental suffering resulting from this proposed use of church facilities.

Signature

Printed Name

Date