

Swan Lake Evangelical Free Church

Facility Use Guidelines and Request Form

Approved Users and Priority of Use

The Deacon Board, Elder Board, or Pastor must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups, which meet the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs, practices, and planned uses of the facilities are consistent with the church's *Facility Use Guidelines and Purpose Statement* (p.2), *Statement of Faith* (pp.5-6), and the *Statement on Marriage, Gender, and Sexuality* (p.7).
2. The group or person seeking facility use must submit a signed *SLEFC Facility Use Guidelines and Request Form* (pp.3-4).
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff or representative.

Facility Use Hours

Facilities are available between the hours of 8am and 5pm; use outside these hours must be approved.

Scheduling Events

Facility use requests shall be made to the church office manager by submitting the attached *Church Facility Reservation Request and Agreement Form* (pp.3-4). The event will be reserved and placed on the church calendar **only** when properly approved (please do not announce or publicize requested event until **after** you receive confirmation from office manager stating approval).

Fees

Use of church facilities is subject to a use and maintenance fee of \$50 per day based on planned usage to help pay for utilities and maintenance. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings. In order to assist you in your planning, the following fee structure applies to building usage:

- Meeting Room: \$50
- Fellowship Hall: \$75 (includes kitchen)
- Sanctuary: \$75 (does not include Sound Technician, which is \$75 per scheduled event; \$100 for weddings, which includes both wedding rehearsal and wedding ceremony)
- Janitorial Fee: \$50 per space used

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: No smoking is allowed in church facilities or on church property.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are restricted to the Fellowship Hall.
5. There will be no use of the facilities where products or items are being sold except with Elder Board approval.

6. Church equipment, such as tables and chairs, must be returned to original placement, unless otherwise arranged, prior to the event.
7. Damages to the property during the use of the facility are the responsibility of the borrower.
8. All lights must be turned off and doors locked upon departure.
9. Clean-up after yourself.
10. Abusive or foul language, violent behavior, smoking, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.

Swan Lake Evangelical Free Church Facilities Purpose Statement

This church's facilities were provided through God's benevolence and by the sacrificial generosity of its people. This church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members 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.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's beliefs or moral teachings, which are summarized in, among other places, this document, the church's *Statement of Faith* (pp.5-6), and SLEFC Church Bylaws (available upon request from the office manager). Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's beliefs or moral teachings.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its beliefs. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's beliefs and religious practices. (2 Corinthians 6:14; 1 Thessalonians 5:22). Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's position use any church facility in any way that contradicts the church's position. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Colossians 3:17).

**Swan Lake Evangelical Free Church
Church Facility Reservation Request and Agreement**

Name of person and/or organization requesting use of facilities: _____

Number of participants expected: _____

Please check the appropriate box(es):

SLEFC Member SLEFC-Sponsored Ministry Non-Member Non-SLEFC Group/Organization

** Please note that priority will be given to Swan Lake Members and Ministries*

Contact Information:

Mailing Address: _____

Best Phone Number: _____

Best Email Address: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission: _____

Please list the organization's website, if any: _____

Please list the names of the organization's office-holders and leaders: _____

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities: _____

What date(s) and time(s) are you requesting to use the facilities: _____

If recurring, what is the end date of your request: _____

If you are requesting use of the facilities for a wedding and/or wedding reception, please fill out the *Wedding Request Form* on our website under the Facility Request page. You may fill out the information below but it **does not** formally make a Wedding Request until the online form is filled out and the \$100 Reservation and \$50 damage deposits are received. Please refer to our *Wedding Policy and Procedures* for more information:

Bride: _____

Groom: _____

Best Phone Number: _____

Best Email Address: _____

I affirm that:

I understand that the church does not allow its facilities to be used in a way that contradicts its *Statement of Faith* or by persons or groups holding beliefs that contradict the church's *Statement of Faith* (pp.4-5).

1. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's *Statement of Faith*, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
2. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$50, and any other fees required by the church.
3. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the SLEFC's Deacons, Elders, and/or Pastor's approval, which is conditioned in part on my agreement to the requirements in the church's *Statement of Faith* (pp.4-5), the *Statement on Marriage, Gender, and Sexuality* (p.6), and the *Facility Use Guidelines* (p.1), all of which I have read and understood.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See Matthew 19 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.
6. By signing this form, I hereby acknowledge and agree that if approved, I agree to indemnify and hold Swan Lake Evangelical Free Church, Incorporated and all of its officers, members, and attendees harmless from any and all losses, claims, or damages of any type including attorney's fees caused by, arising out of, or related to the usage of the facility and grounds by me and the group or organization that I represent.
7. I understand that this agreement will be binding on me and on all persons or entities that use the facilities pursuant to this request form.

Requesting Signature	Printed Name	Date
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Authorizing Signature	Printed Name	Date
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Office Use

- | | |
|---|---|
| <input type="checkbox"/> <i>Facility Use Guidelines and Request Form</i> | <input type="checkbox"/> <i>Wedding Policy and Procedures</i> |
| <input type="checkbox"/> <i>Signed Statement on Marriage, Gender, and Sexuality</i> | <input type="checkbox"/> <i>Statement of Faith</i> |

Approved or denied: _____	By whom: _____
Notified on: _____	By whom: _____
Fee associated with event: _____	Collected by: _____

Swan Lake Evangelical Free Church Statement of Faith

Swan Lake Evangelical Free Church is part of the Evangelical Free Church of America (EFCA). The EFCA is an association of autonomous churches united around these theological convictions:

1. GOD

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

2. THE BIBLE

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

3. THE HUMAN CONDITION

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

4. JESUS CHRIST

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus, Israel's promised Messiah, was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

5. THE WORK OF CHRIST

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

6. THE HOLY SPIRIT

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

7. THE CHURCH

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly

express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

8. CHRISTIAN LIVING

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. CHRIST'S RETURN

We believe in the personal, bodily, and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

10. RESPONSE AND ETERNAL DESTINY

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Swan Lake Evangelical Free Church Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, for a lifetime as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that intimate sexual activity not be engaged in outside of a marriage between a man and a woman. We believe marriage is a beautiful portrait of Christ's love for the church (Ephesians 5:31-32).

We believe that any form of sexual immorality (including adultery, cohabitation, pre-marital sex, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10; 1 Thessalonians 4:3-5).

We believe that in order to preserve the function, purity, and integrity of Swan Lake Evangelical Free Church as the local Body of Christ, and to provide a biblical role model to those both inside and outside the church, it is imperative that all persons desiring to be married at Swan Lake Evangelical Free Church agree to and abide by this *Statement on Marriage, Gender, and Sexuality* (Matthew 5:16; Acts 15:19-20; Romans 2:4; Ephesians 5:5; Philippians 2:14-16; 1 Thessalonians 5:22). It is our desire in performing marriage ceremonies that we celebrate and bless what God is doing in the lives of the couple getting married. Therefore, we cannot knowingly celebrate and condone what God clearly denounces and forbids in His Word.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). We further believe that there is no condemnation for those who are in Christ and covered by His atoning death (Romans 8:1).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity as image bearers of God Himself (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs and practices of Swan Lake Evangelical Free Church.