



Building Use Policy

Guiding Principles

1. The church will have final discretion as to who may use the building.
2. Donations to cover utilities, cleaning, etc. will be expected. Such costs will be determined by the church and stipulated in the *Building Use Contract*. As a general rule, the following should be used as a guideline.
 - a. Sanctuary - \$25/hour, 4 hour minimum.
 - b. Son Room and Kitchen Area - \$25/hour, 4 hour minimum
 - c. Audio/Visual Use - \$15/hour, 4 hour minimum
 - d. Upstairs - \$15/hour, 4 hour minimum

Conditions

1. Activities not in keeping with generally accepted Christian behavior will not be allowed.
2. A responsible person delegated by church leadership must be present during the event.
3. The party using the building will be responsible to clean up after use.
4. No smoking, drugs or alcoholic beverages.
5. The party using the building must insure that children are properly supervised.
6. Any damages to the building or property must be paid for by the party using the premises.
7. Liberty Church will not be responsible for personal items lost, stolen or damaged on church property.
8. The party using the church must submit a certificate of insurance from his or her insurance company naming Liberty New Testament Church, Inc. as an insured during the event.

Forms

1. Any person or group wishing to use the building must submit a completed *Building Use Request* form.
2. Any person or group approved to use the building must sign a *Building Use Contract* which must be also signed by representative from the church.

Final Considerations

1. The purpose of these policies is to protect the church, the property and those using the facilities.
2. When the building and property are being used by church members for personal functions such as family celebrations, etc., members are expected to abide by the policy and insure the safety of all persons and the property; although, no formal contract may be involved.