

FACILITY MANAGEMENT GUIDELINES FOR NEW LIFE COMMUNITY FELLOWSHIP

We, the body of believers called New Life Community Fellowship, have been blessed through prayer, sacrificial giving and diligent effort to occupy the facility at 3976 E Lewis B Puller Mem Hwy, Shackelfords, VA 23156. This facility will enable us to continually focus on our mission to Love God, Love People and Serve the World.

These procedures are not designed to make it more difficult to administer our programs, rather they will help us use our resources in the most efficient way possible to better support our expanding ministries. In addition, we need to ensure that we have taken the necessary precautions to limit our liability in areas such as fire safety and security. It will be the responsibility of each staff member to communicate these policies to the members of the congregation assisting with facility usage. Because we receive a number of requests to use our facility, we can only consider events that help carry out the stated mission, vision, & values of New Life Community Fellowship.

We must, as caretakers of the Lord's house, take proactive steps to ensure that the:

- ministries of our church have adequate facilities, resources, and time to meet our ministry goals.
- users of our facility meet our stated mission, vision, values.
- facilities are protected against loss or misuse by all users.
- the use does not include any private or non-church related business activities in Church facilities, especially any activities where products are sold for a profit.
- policies are followed by all users.
- life of our facility is extended through a proper and proactive maintenance replacement and purchasing program for additional equipment and furnishings.
- users of our facility complete and follow up with any necessary forms and documentation.

The NLCF Management Office and the Pastoral Staff will assist with these objectives and oversee the use of our facility. They also reserve the right to change scheduling and use of the building at any time.

WEDDING POLICIES/FORMS

If you're interested in scheduling a wedding at New Life Community Fellowship, either the BRIDE or GROOM must be members of this church.

For non-members whose parents are members of New Life Community Fellowship, special consideration may be made by the Pastoral Staff.

It is our policy that a member of the NLCF Pastoral Staff conducts or directly approves the minister who conducts any wedding ceremony at our facility.

STATEMENT

Church Facility Use Policy New Life Community Fellowship facility has been provided by God through people's tithes and offerings. The church desires that its facility be used for bringing glory to God and connecting people to Jesus Christ through worship, discipleship and service. Although the facility is not generally open to the public, we make our facilities available to approved nonmembers as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ to our community. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws and the Doctrinal Statements of the Assemblies of God. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings.

The executive pastor, or his official designee, is the final decision-maker concerning use of church facility. 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 faith. Allowing its facility to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 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. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facility, the church agrees with the beliefs or practices of the persons or groups using its facility.

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 faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's corporate worship space.

Approved Users and Priority of Use

The executive pastor or official designee 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 generally not be made available to non-members or outside groups. The exception to outside group usage are partner ministries approved by the pastoral staff who have separate insurance and sign the following affirmation.

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I affirm that:

1. I understand that the church 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 use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount requested, a certificate of insurance for at least \$1 million of coverage (for outside organizations), and any other fees required by the church.
5. 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 executive pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name

Signature

Date

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GENERAL USE POLICIES:

The following list is to be read, understood and adhered to by all users.

1. All users are to use only the rooms assigned due to the set up, preparation and clean up for other events within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house. When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
3. The user will be held financially responsible for any damage done to church property associated with the scheduled event.
4. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event.
5. The furnishings and equipment (tables, chairs, portable sound systems, etc.) owned by NLCF are to be used exclusively for ministry functions of NLCF. Furniture, equipment and AV equipment may not be used at the facility or taken from the facility without permission of the Pastoral staff of NLCF.
6. No furniture or equipment may be removed or used away from the facility without the written permission and approval of the NLCF Pastoral Staff.
7. Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
8. Church equipment, i.e., TV/VCR, projectors, screens and/or sound equipment is subject to availability and approval.
9. Dining or the serving of food is limited to pre-approved designated areas. See Kitchen Usage Policy for further details.
10. Nails, screws, tacks, glue or cellophane tape may not be used on the walls, carpet, furniture, tile floor or woodwork.
11. There will be no decorations affixed to the walls, moveable partitions or surfaces in the classrooms.
12. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the NLCF Pastoral Staff.
13. No flyers, windshield advertising or solicitation of any kind will be permitted on church property.
14. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed setup time for an event. All other exterior doors will remain locked for the protection of the staff and children.
15. The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
16. The Sponsoring Minister and Facilities Manager shall, at any time during setups, rehearsals, performances or take down, have immediate access to any area of the church facilities being used.

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17. Church nurseries and childcare facilities are not available to activities, events, programs or classes that are not a 'Ministry of the Church'. Any exceptions (including weddings) must be approved by the NLCF Pastoral Staff.
18. Church equipment in the Worship Center must be operated by church technicians approved and trained by the Worship Director. Charges for technicians are to be negotiated separately.
19. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. No events shall be held that: promote anti-Christian values or teachings, teach doctrine or endorse actions that oppose the church's statement of faith.
20. Report any maintenance problems and damages to the NLCF Office immediately.
21. New Life Community Fellowship does not allow any private or non-church related business activities in Church facilities, especially any activities where products are sold for a profit.
22. The Sponsoring Minister (or Designee) shall inspect the facility to assess the condition of the building and equipment which was used to verify that rooms and furnishing were returned to proper order.
23. Any exceptions to these policies must be approved by the NLCF Pastoral Staff.

Signature:

Representative of Organization Date

Signature:

Sponsoring Minister Date