

---

SUBJECT: Church Usage Policy

Date Accepted: March 27, 2018

Revised: \*see footnote at end of policy

---

## **INTRODUCTION**

La Crete Christian Fellowship (LCCF) facilities are available for rent to individuals and/or groups, providing their mission and vision statements are so aligned with, or do not contravene LCCF's values or Statement of Faith. All rentals are subject to all terms and conditions hereafter as defined in this policy.

## **APPROPRIATE FACILITY USES**

La Crete Christian Fellowship Church facilities exist to further its purpose. The priority use of LCCF facilities shall be for the ministries, programs and activities of LCCF and its affiliated associations. LCCF Ministry bookings are to be made through the church office (in accordance to section 4 & 5). When available, the LCCF facilities may be rented for externally requested activities and events, such as:

1. Funerals.
2. Weddings. All weddings performed on LCCF property shall conform to the biblical definition of marriage being between one man and one woman. All officiating ministers or marriage commissioners that are not part of the EMC Ministerial must be interviewed by an LCCF Pastor/Minister and be approved by the LCCF Pastoral Team.
3. All requests for facility use not in conflict in word and in practice with LCCF's values, purposes, policies and Statement of Faith will be considered on the basis of availability and prioritization as outlined in section 3 of this policy.

## **PRIORITIZATION OF FACILITY USE**

Requests for use of LCCF facilities will be prioritized and considered in the following order:

1. All LCCF events and activities that are under the full authority, control and supervision of staff or volunteers of La Crete Christian Fellowship. LCCF office staff reserve the right to adjust regular scheduled events should it be deemed necessary to be considerate or accommodating to other groups.  
Example: Friday night Bible Study group books the multipurpose room and coffee area for every Friday all year. If there is another event such as a wedding or other ministry event, the Bible Study group is asked to forfeit their use of the multipurpose room.
2. Groups or affiliated associations of LCCF, which have a direct connection to the ministry of LCCF (For example: EMC, Bible Camps, MCC, MDS, SBC, PRBI), Funerals, Weddings, and other facility rentals.
3. Not-for-profit and other charitable groups with similar purposes, that by word and deed align with the LCCF Statement of Faith and the charitable purposes of LCCF.

4. Celebrations of milestone anniversaries and birthdays; and baby or wedding showers, of LCCF congregants.
5. LCCF is not to be used for any non-ministry activities designed to profit individuals or groups. It will be at the discretion of the church Committee in charge of the building usage to interpret qualifications for use.

NOTE: Events such as will planning sessions, Cantata Counselling courses, etc. are considered 'ministry by extension' as they are invited by and/or work alongside established ministries of LCCF. These events will therefore fall under the appropriate prioritization as established above.

## **RENTAL FEES**

Rental Fees will apply to all groups and events except LCCF ministry groups or events, or funerals. LCCF reserves the right to discount or negotiate alternative package pricing in the event that a group wishes to rent the entire facility, arrange a reoccurring rental or rent for multiple days.

## **TERMS AND CONDITION OF USE**

Groups wishing to rent LCCF facilities must agree and abide by the following terms:

1. Activities of users of LCCF facilities must not conflict or undermine the LCCF values, purpose statement, policies and Statement of Faith.
2. Each user group and renter is responsible for the behavior of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter and related costs will be deducted from the deposit or in the event that the repair exceeds the deposit, the renter will be invoiced for the difference in cost.
3. Bookings are secured through prepayment of a damage deposit, due at the time of booking. Payment for the rental fees of the facility, are due in full, no later than the day prior to the event.
4. The renter agrees to indemnify and save harmless La Crete Christian Fellowship from any action or claim being brought against it as a result of the use of the La Crete Christian Fellowship Church facilities by the renter.
5. All rental users for non-ministry activities will be informed of risks associated with renting the facility. It will be suggested to the renting group that they arrange for and provide proof of their own insurance to use the facility.
6. All renters will arrange for their own food and beverages. Food and beverages may only be served in designated areas agreed with LCCF prior to the event. The kitchen facilities may only be used under the guidance of the LCCF Food Committee.
7. Moving of any accessories (plants, shrubs, cross, etc.) must be negotiated and approved prior to the event and returned to its original location after the event.
8. LCCF is a smoke, drug and alcohol free facility.

9. The use of confetti, rice, or other like items are prohibited on LCCF properties. Candles are permitted only if they have protection from wax drippings.
10. The use of any LCCF owned electronic equipment used in the church sanctuary must be pre-arranged, and requires the operation by an LCCF qualified technician. That technician will be supplied for you at current rates. If using LCCF electronic equipment outside the sanctuary, a technician will not be supplied, however appropriate training to a responsible individual will occur, prior to the event.
11. The use of foggers or other smoke/haze generating devices must be approved in advance. Foggers and other such devices can be used on stage only, and not used constantly. These instruments tend to set off the smoke alarms.
12. No equipment or property may be removed from the church without LCCF's permissions and approval.
13. An LCCF representative will open, close, and intermittently be checking in on events. LCCF reserves the right to close the event if it is felt the group is in breach of the contract that was agreed on beforehand. The rental group will still be responsible for expenses.
14. All rental groups or individuals will be required to complete and sign a rental application.

---

\*This Policy replaces the old Policy titled "Church Property", which was originally accepted on September 19, 2001