



FRANKLIN CHURCH OF CHRIST

Facility Use Policy
Deposit & Registration Fees
Guidelines & Restrictions



FRANKLIN CHURCH OF CHRIST
700 South Main Street, Franklin, Kentucky 42134

Adopted January 2018

FRANKLIN CHURCH OF CHRIST – FRANKLIN, KENTUCKY FACILITY USE POLICY

Statement of Purpose

This Facility Use Policy ensures the Franklin Church of Christ at 700 South Main Street, Franklin, Kentucky (the “Church”) presents a consistent message to its members and the community regarding its mission, beliefs, and teachings. Allowing Church facilities to be used for activities that contradict the Church’s mission, beliefs or teachings would confuse the message of the Church, cause irreparable harm to our reputation, and constitute facilitating sinful activity, which is sinful (please refer to 2 Corinthians 6:3, 14; Ephesians 5:11; 1 Thessalonians 5:22).

Reservations

Apart from visiting or attending scheduled worship services, Bible classes, church-wide fellowship meals, Gospel meetings, or other pre-approved church-wide events or activities for the entire youth group, any person or group who wishes to use the Church’s facilities must complete the Facility Use Application and sign the Facility Use Liability Release Agreement. The event will be reserved and placed on the church calendar only after the eldership or its designee has approved the use in writing.

- Reservations for use of the Main Building/Fellowship Hall/Annex must be made by contacting the church office and/or designee to receive and complete the application and agreement forms **PRIOR** to booking the date.
- All events **MUST** be scheduled at least 2 weeks prior of the activity. This includes all paperwork, deposits and/or fees turned into the church office.
- A responsible contact person must fill out the application and agreement forms for the use of the building(s) before they can be reserved. Forms may be obtained in the Franklin Church of Christ office or online.

Religious Activities

All Church facilities were provided by God’s benevolence through the sacrificial generosity of church members, and will be used solely for religious or ministry purposes, regardless of the location of the facilities. Permissible use may include divinely authorized worship, church fellowship, religious teaching, outreach, benevolence, education, funerals, Biblical weddings, and other activities that have a bona fide religious or ministry purpose and are approved by our eldership.

- Wedding ceremonies must be performed by a minister of the Franklin Church of Christ, or the elders must approve a written request for an exception.
- For weddings and/or receptions, at least one party to the marriage (the bride or the groom or at least one of their parents or a related family member) must be a member in good standing at the Franklin church of Christ congregation, or the elders may approve an exception for a member of one of the other Simpson County Churches of Christ.
- Reservation fees and deposits apply to all weddings and receptions held at the church building. Please refer to reservation fees and deposit section for details.

- All wedding ceremonies must be between a scripturally eligible man and woman, and any second marriage ceremony must have scriptural grounds consistent with Matthew 19:9.
- Church facilities will **NOT** be used to host the wedding, rehearsal, reception, celebration, or similar gathering for a same-sex couple or for any person(s) ineligible to marry due to a prior unscriptural divorce or other biblical reason.
- For funerals, the individual must have been a member (or child) of the Franklin Church of Christ, or the elders may approve an exception for member of another church or the local community. Any or all facilities may be reserved, for all functions related to the funeral, if available, at no charge. The funeral director is to be responsible for opening and closing of the building, and for the primary care and cleaning of the facilities.

Church Facility Usage & Permission (Member/Non-member)

Church facilities are not open to the public and no individual or group may use Church facilities without the approval of our eldership or its designee. The eldership or its designee has the authority to exclude, based on its understanding of Biblical precepts and principles, any person or group it reasonably believes will commit or advocate an immoral or sinful act. The eldership or its designee also has the discretion to refuse or revoke permission for being disruptive or other practical reasons, unrelated to the violation of biblical precepts and principles. The eldership will have exclusive and final authority to resolve any disputes related to church facility use.

Deposits & Reservation Fees

Member of the Franklin Church of Christ:

- Please refer to Church Facility Usage & Permission for detailed information.
- Any member of the Franklin Church of Christ may reserve use of any of the buildings for church/class functions (Bible class party, etc.) with no charge.
- Any member of the Franklin Church of Christ may reserve use of any of the buildings for personal/family activities (reunions, showers, anniversaries, birthday parties, etc.) for a \$100 refundable deposit and no charge.
- Any member of the Franklin Church of Christ may reserve use of any of the buildings for wedding and reception for a \$100 refundable deposit and \$500 reservation fee.
- **Note:** Member is responsible for reserving, clean up, and well-being of all church related property.
- **Note:** Reserving member will be given a code to access the door of the building. The code will **ONLY** be accessible for a specific time frame. This time frame will be determined when all paperwork, deposits and/or fees are paid.

Member of Simpson County Churches of Christ:

- Please refer to Church Facility Usage & Permission for detailed information.
- Any member of the such church may reserve use of any of the buildings for church/class functions (Bible class party, etc.) or for personal/family activities (reunions, showers, anniversaries, birthday parties, etc.) for a \$100 refundable deposit and for a fee of \$100.

- Any member of such church may reserve use of any of the buildings for wedding and reception for a \$100 refundable deposit and \$500 reservation fee.
- Note: Member is responsible for reserving, clean up, and well-being of all church related property.
- Note: Reserving member will be given a code to access the door of the building. The code will **ONLY** be accessible for a specific time frame. This time frame will be determined when all paperwork, deposits and/or fees are paid.

Non-Member of the Franklin Church of Christ:

- Please refer to Church Facility Usage & Permission for detailed information.
- Non-members of the Franklin Church of Christ may reserve our buildings for personal/family activities (reunions, showers, anniversaries, birthday parties, etc.) for a \$150 refundable deposit and for a fee of \$300.
- Non-members of the Franklin Church of Christ may reserve use of any of the buildings for wedding and reception (if all applicable requirements are met in the above section entitled religious activities) for a \$500 refundable deposit and \$1000 reservation fee.
- Note: Primary contact is responsible for reserving, clean up, and well-being of all church related property.
- Note: Primary contact will be given a code to access the door of the building. The code will **ONLY** be accessible for a specific time frame. This time frame will be determined when all paperwork, deposits and/or fees are paid.

Refundable Deposits are collected to ensure all facilities are used and maintained to the highest of standards and respect. Deposits will be kept if it is deemed necessary.

- Note: All deposit checks will be held and not deposited. Checks will be refunded following of the inspection of the facilities by the building coordinator and/or custodial staff and the return of “cleaning” check list.

Reservation Fees are collected to help cover cost of electric/water bills, other maintenance needs, janitorial costs, various supply needs, etc.

General Guidelines and Use Restrictions

Each individual or group utilizing the Church’s facilities must abide by all rules and instructions given by the eldership or its designee related to church facility use (i.e. wedding, reception, shower, anniversary, etc.), whether spoken or in writing, including without limitation these additional general guidelines:

- a. No property is to be removed from the buildings.
- b. The responsible person/party reserving the facilities for special events will be responsible for any damage done to any property within the facilities while in their care. This may include any damage done by the florist, caterer, videographer, musician, photographer, rental companies, delivery people, etc. The deposit will be kept and any additional charges may be assessed and charged after final inspection by our church staff.
- c. All wedding activities **MUST** be completed by 8:00 p.m. so the building coordinator and/or custodial staff can prepare the building for the next function.

- d. No alcohol beverages of any kind shall be used (served or consumed) for any purpose in the Church's facilities or on church property for any occasion.
- e. Smoking or other use of tobacco is strictly prohibited inside the Church's facilities.
- f. Use of marijuana or other illicit substances, including drugs without a prescription, is strictly prohibited in the Church's facilities or on church property.
- g. Dancing is **NOT** permitted in the Church's facilities or on church property.
- h. Instruments of music may be used for weddings, receptions, and/or funerals, but must be immediately removed. The elders request that wedding music be of traditional style and that a list of your musical selection be submitted to the church office, one month prior to the wedding/reception date or as soon as possible for funerals. Instruments of music **MAY NOT** be used in social gatherings without the permission from the elders. No loud and improper music is allowed on the church property. No mechanical instruments or recordings of mechanical instruments are permitted to be used for religious or worship music.
- i. No furnishings may be moved without the approval of the building coordinator.
 - o All furniture located on the stage (pulpit, chairs, Lord's table, etc.) may be moved, but **MUST** be replaced as soon as all wedding activities have been completed. **Note:** Stage furniture **MUST** be replaced before leaving for the reception, if it is to be held at a different location.
 - o Foyer tables are **NOT** to be moved. Benches may be moved but must be put back.
- j. All decorations **MUST** be approved prior to usage in the building.
- k. Decorations **MAY NOT** be fastened by tacks, staples, glue, or any other damaging material in any part of the building. Plastic flower oasis clamps are permitted. Pew candelabras must have foam padding on clamps. Unacceptable decorations include: no tape (only masking or painter's tape is allowed), no bubbles (inside the building), no sparklers/fireworks (inside the building), no animals (only service animals are allowed), no rice/confetti (inside the building), no silly string (inside the building), and no glitter (see below for statement).
- l. **GLITTER, of ANY KIND (i.e. craft glitter, on clothing/dresses, on decorations, etc.) MAY NOT be used** inside or outside the church building.
- m. Candles – **ONLY metal-encased dripless candles** – may be used. (This applies to the unity candle as well.) Suitable protective shields of plastic must be placed under each stand to prevent wax damage to carpet and furnishings. Candles must be extinguished immediately following wedding service and picture taking.
- n. In placing flowers, plants or other decorative materials, care should be taken that floors, carpet, walls, and furnishings not be damaged. Waterproof protection must be placed under all pots, plants, and vases. All items must be removed immediately following any wedding, reception, and/or funeral ceremony.
- o. The illuminated EXIT signs are **NOT** to be covered at any time by order of the Kentucky Fire Marshal.
- p. We ask that you be responsible for any litter (from your event), which is left in the parking lot or on the grounds. This would include birdseed, rice, etc. from a wedding.
- q. Materials with sexually explicit or graphic content including inappropriate images or videos, such as pornography, are strictly prohibited in the Church's facilities and on church property.

- r. Abusive or foul language and violent, disruptive or harassing behavior is strictly prohibited while using the Church's facilities or on church property.
- s. Church facilities will **NOT** be used to participate in, cooperate with, or facilitate any activity that violates the Church's mission, beliefs or teachings, or that discredits the Church or its ministry (2 Cor. 6:3, 14; Eph. 5:11; 1 Thess. 5:22).
- t. Any person or group requesting facility use must affirm that their beliefs and practices and planned uses of the facilities follow the Church's mission, beliefs and teachings, and the Church's Facility Use Policy.
- u. The Church reserves the right to accept or deny any individual or group who seeks to utilize or reserve Church facilities, at the sole discretion of the eldership.

Special Note: No one (member/non-member) will be allowed the use of the church facilities for the use of buying, selling, or promoting any products (i.e. Essential Oils, LulaRoe, Mary Kay, Pampered Chef, etc.).

SONshine Street - General Guidelines and Use Restrictions:

- a. SONshine Street is to be used for the sole purpose of teaching and educating children with Biblical lessons and activities.
- b. SONshine Street will **NOT** be rented out for any activity.
- c. No Food or Drink is allowed in this area except for The Mustard Seed Café.

Insurance and Indemnity

- a. Any damage occurring to the Church's facilities related to an event must be repaired and replaced by the person and/or group reserving the facility for the event, at a cost determined by the eldership or its designee.
- b. Anyone who reserves the Church's facilities for use must sign a general release and indemnification, which is incorporated into the Facility Use Agreement.
- c. Some activities held at the church may require the need for a Certificate of Insurance to be provided before the activity is held.
 - i. If inflatables or other game activities are to be used. The renting company or individuals must provide the Certificate of Insurance with all current information and dates updated within a week of the rental date.
 - ii. The company or individuals must also carry a liability in the amount of \$1 million dollars.