

SMITHVILLE BRETHREN CHURCH PHILOSOPHY FOR USE OF FACILITIES

Our facilities belong to God. As dedicated stewards of His blessings, we desire that our church facilities be used first and foremost by the ministries and outreach of the Smithville Brethren Church. When our ministries are not using areas of our facilities, it is our desire to share our blessing with the surrounding area by allowing Church-related and community groups to engage in religious, educational, and charitable activities. We understand that our facilities are a tool given by God to be used in outreach and encouragement to those inside and outside our church body. Our vision is that our facilities be used wisely and to their fullest potential for the cause of Christ. To make that vision a reality, we have drafted the following guidelines, policies, and procedures.

GENERAL GUIDELINES FOR FACILITIES USAGE SMITHVILLE BRETHERN CHURCH

These guidelines are intended for use only by staff in coordinating scheduling.

1. All scheduling of facilities will be coordinated through the church office secretary during church office hours.
2. Groups wishing to use the facilities shall be classified as follows and shall have preference in advance scheduling (more than 60 days prior to an event) in the order listed:
 - Church-sponsored groups—activities organized and sanctioned by organizations which are a regular part of the church ministry (e.g. Official Board, C.E. Board, Youth organizations).
 - Church-related groups—activities which include at least one designated-responsible adult that is a regular attender of Smithville Brethren Church (e.g. parties for graduating church member or child, wedding of church member or child).
 - Outside groups—groups in which the designated-responsible adult present at the activity is not a regular attender of Smithville Brethren Church (e.g. Cub Scouts, wedding of non church-related couple).
3. Staff members may schedule more than one activity for the same time period, provided the groups use different areas and do not interfere with one another. Staff members are advised to consider such elements as traffic flow, parking, restroom availability, noise, etc. before approving multiple usage.
4. Activities scheduled within 60 days of an event will be booked on a first-come first-served basis.
5. All Church-related and Outside groups must contact the Church Office before an event can be scheduled. A **Fee Schedule** and duplicates of all forms will be provided to the designated-responsible adult upon request.
6. If an event requires a fee, a deposit (25% of the total) is due at the time of reservation approval. The balance is due at least 10 days before and event. Deposits and fees paid are non-refundable unless cancellation occurs more than 30 days prior to an event. Exceptions will be made for cancellations due to extreme weather conditions.
7. The number of Church-related and Outside groups using the facilities may be limited by the pastoral staff, at their discretion, especially on week-ends.
8. All wedding requests will be considered only by the pastoral staff.