



## **BGFirst Nazarene Facility Use Policy**

**Effective Date: 1/1/2025**

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## **Purpose of Facility Use**

BGFirst Nazarene's facilities exist to glorify God, build fellowship, and support ministry. The church prioritizes use that aligns with its faith, mission, and values. Facilities may not be used for activities, events, or practices that conflict with these principles.

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## **Approved Users and Priority of Use**

1. **Approval:** All facility use must be approved by the Pastor.
  2. **Priority:**
    - Church events and ministries.
    - Church members and their immediate families.
    - Non-members and outside groups that align with the church's Statement of Faith.
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## **Facility Use Guidelines**

1. **Reservations:**
  - Submit a signed "Church Facility Reservation Request and Agreement" form.
  - Event approval and placement on the church calendar are required for reservation confirmation.
2. **Prohibited Activities:**
  - Use of facilities for activities that conflict with the church's faith and values.
  - Alcoholic beverages, tobacco products, abusive or foul language, violent behavior, or drug use.
3. **Usage Rules:**
  - Use is limited to reserved areas.
  - Return equipment and furniture to their original positions.

- Clean and lock up after events; a janitorial fee of \$25/hour applies for post-event cleaning.
  - Food and beverages must remain in designated areas.
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## **Facility Use Hours**

Facilities are available from 8:00 AM to 10:00 PM. Requests for use outside these hours require special approval.

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## **Fees and Deposits**

1. **Members:** No rental fees; however, facilities must be cleaned and restored to their original state.
  2. **Non-Members/Groups:**
    - \$200 rental fee for events up to 4 hours; additional \$50/hour thereafter.
    - \$500 security deposit (refundable if no damages or policy violations occur).
    - \$1,000,000 liability insurance coverage required for non-church-sponsored events.
  3. **Additional Costs:** Use of specialized equipment (e.g., sound systems, projectors) may incur extra fees.
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## **Wedding Use Policy**

1. Contact information and religious affiliation of officiants must be provided.
  2. Premarital counseling is required for couples using the church for weddings.
  3. Facility fees for weddings include:
    - Sanctuary: \$400
    - Fellowship Hall: \$200
    - Custodial Fee: \$100
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## **Agreement and Liability**

1. Users must:
    - Agree not to use facilities in ways that conflict with the church's faith.
    - Accept full responsibility for damages and cleaning.
    - Adhere to Christian conflict resolution principles (Matthew 18; 1 Corinthians 6).
  2. Disputes unresolved through mediation will proceed to binding arbitration.
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## **Contact Information**

BGFirst Nazarene [Insert Updated Address] Bowling Green, KY Phone: [Insert Updated Phone Number] Email: [Insert Updated Email Address] Website: [www.bgfirstnaz.org](http://www.bgfirstnaz.org)

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# Church Facility Reservation Request and Agreement Form

Name of person or organization requesting use of facilities:

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Please state whether you are a:

- ☐ Church Member
- ☐ Church-Sponsored Ministry
- ☐ Non-Member
- ☐ Non-Member Group/Organization

Contact Information:

- Complete Address: \_\_\_\_\_
- Phone Number(s): \_\_\_\_\_
- Email: \_\_\_\_\_

If requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

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Facility Use Details

Date(s) and time(s) requested:

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Church facilities requested (e.g., sanctuary, fellowship hall):

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Purpose for facility use:

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**Number of attendees expected:**

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**Wedding-Specific Information (if applicable)**

**Bride's Name:** \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

**Contact information and religious affiliation of officiants:**

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**Describe the marriage preparation counseling or training undertaken by the bride and groom:**

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**Acknowledgment and Agreement**

I/we affirm that:

1. I/we understand that the church does not allow its facilities to be used in ways that contradict its statement of faith or by persons or groups holding beliefs that contradict the church's statement of faith.
2. To the best of my/our knowledge, the purpose for which I/we are requesting use of church facilities will not contradict the church's faith, and I/we commit to promptly disclose any potential conflict.
3. I/we understand that I/we will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
4. I/we will comply with all policies outlined in the Facility Use Policy.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

