

Policy and Request Form for Use of New Prospect Baptist Church Facilities

Preamble

New Prospect Baptist Church (NPBC) exists by the grace of God for the glory of God and the joy of people. Our mission is to make disciples of Jesus Christ. The church's facilities are a tool provided by God for the fulfillment of this purpose. Therefore, all use of the church campus must be consistent with and in support of the beliefs, purpose, and mission of NPBC as revealed in the Holy Bible and as articulated in our Statement of Faith, Church Covenant, Constitution, and By-Laws.

In an effort to set clear standards for our campus, please review this policy, complete the request form, and sign the agreement. The signed document must be returned to the church office for consideration well before your requested use of the facilities so that the request may be timely considered. We appreciate your assistance and understanding in this regard.

Section 1: Guiding Principles for Facility Use

- **Purposeful Use:** All activities conducted on church property must be consistent with the Christian faith and in support of the beliefs, purpose, and mission of New Prospect Baptist Church.
- **Member Sponsorship and Presence:** Any organization or group using church facilities must be led by at least one church member. This Sponsoring Member must be present at all times during the use of the facilities. Only members of the church are entitled to serve in the ministries of the church and utilize church facilities.
- **Leadership Approval:** All requests for facility use must be approved in advance of the use by the deacons. Any such approval must be communicated in a writing from an active deacon on NPBC. Permission to use the facilities may be withdrawn at any time at the discretion of the church staff or deacons. Members are not guaranteed unfettered access to, or permission to use, church facilities.
- **Primacy of Church Ministry:** The date and time of a reservation could be changed or withdrawn if the church has a need to use the facility during the reserved time.

Section 2: Rules of Conduct

All persons on the NPBC campus are expected to conduct themselves in a manner that reflects the character of Jesus Christ and the beliefs, purpose, and mission of NPBC,

- Profanity is prohibited on campus.

- The use of tobacco, vaping products, or alcohol is prohibited on campus.
- Any conduct not consistent with the church's Statement of Faith, Church Covenant, Constitution, and By-Laws is prohibited as may be determined in the sole discretion of church staff, deacons, or the congregation.

Section 3: Facility Care and Stewardship

Users are expected to act as good stewards of the property God has entrusted to the church, which includes abiding by the following:

- Use reasonable care to not break or deface any church property.
- All furniture and chairs must be returned to their original arrangement.
- Tables used for food or other purposes requiring cleaning must be wiped down.
- Food and drink are permitted only in the fellowship hall area.
- Use of the gym, fellowship hall, or kitchen must be followed by a cleanup that includes the floors.
- Decorations may not be put up and left behind. Any decorations must be hung only on a tack strip.
- All trash must be disposed of by placing it in the outside receptacle.
- At the conclusion of the event, all lights must be turned off, all doors locked, and the alarm must be reset.
- Any problems, damage, or use issues should be reported to church staff or the deacons.

Section 4: Liability

- New Prospect Baptist Church is not responsible for the theft of personal items. Please pay close attention to your personal property.

Request for Use of NPBC Facilities

1. Sponsoring Member Information

- **Name of Sponsoring Church Member:**

- **Name of Organization (if applicable):**

2. Event Information

- **Facilities Requested:** Please identify the specific facilities you are requesting to use (e.g., gym, fellowship hall, kitchen, specific classroom).

- **Purpose and Activities:** Please describe the specific activities for which you are requesting facility use. Explain how these activities are consistent with the beliefs, purpose, and mission of NPBC.

- **Date(s) and Time(s) Requested:**

- **Date(s):** _____

- **Time(s):** _____

User Agrees to the Following by Signing Below

I have read, understand, and agree to abide by all principles and regulations outlined in this policy for the use of New Prospect Baptist Church facilities. I affirm that the planned activities are consistent with the beliefs, purpose, and mission of NPBC. As the Sponsoring Member, I accept responsibility for ensuring these policies are followed during the event and will be present for its entire duration.

Signature of Sponsoring Church Member: _____

Print Name: _____

Date: _____