

Auburn Christian Church

Facilities Use Policy & Rental Request Form

(Updated and Approved November 2025)

I. Purpose Statement

- A. Auburn Christian Church's facilities were provided through God's providence and by the sacrificial generosity of church members. The church desires its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.
- B. Facility use will not be permitted to persons or groups for advancing, or advocating beliefs or practices in conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Statement of Faith and By-Laws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Board of Elders, or their official designee, is the final decision-maker concerning use of church facilities.
- C. This restricted facility use policy is necessary for two important reasons:
 - 1. The church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)
 - 2. It is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons to express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.
- D. Therefore, in no event shall persons or groups use any church facility to advance, advocate, or engage in practices that contradict the church's faith. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all its property as holy and set apart to worship God. (Col 3:17.)

II. Approved Users and Priority of Use

- A. The Board of Elders, or their official designee, must approve all uses of Auburn Christian Church's facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following requirements:
 - 1. Groups or persons requesting facility use must declare their event & planned uses of the facilities.
 - 2. The group or person seeking facility use must submit a signed "Facility Use Request" form, either via a physical copy obtained at the church office, or via a website form submission.
 - 3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below (in VI) and as described in any additional instructions by church staff based on the use/event.
- B. The church reserves the right to set scheduling priority. Unexpected needs of the congregation may arise, and the church will provide as much accommodation as possible when such situations arise.

III. Scheduling & Administration

- A. Facility use requests shall be made to the Church Administrative Secretary by submitting the "Facility Use Request" form.
- B. An official facility use calendar is to be maintained by the Church Administrative Secretary, and should be consulted prior to making reservation.
- C. Use of the facilities will be reserved and placed on the calendar only when the official designee approves the use, and full fee of rental and deposit has been paid.
- D. The Church Administrative Secretary and Official Designee will be responsible to appoint a point of contact to help in unlocking and answering questions regarding the rental. The point of contact will be responsible for the unlocking and locking of the building, as well as any facility inspection/review following the use to note any issues or damage that occurred during the rental.

IV. Description of Facilities

- A. Family Life Center Lobby includes the front lobby, kitchen, and bathrooms in the Family Life Center. There will be no access to the gymnasium. The capacity of the front lobby is 150 people.
- B. Family Life Center Gymnasium includes the gymnasium, front lobby, kitchen, and bathrooms in the Family Life Center. The capacity of the gymnasium is 500 people.

- C. Legacy Building Basement includes the center meeting space in the basement, attached classrooms, and the legacy building kitchen. The capacity of the basement is 80 people.
- D. Legacy Building Auditorium includes the main auditorium and all basement spaces in the legacy building. The capacity of the auditorium is 225 people.

V. Fees

- A. Family Life Center Lobby:
 - 1. \$120 half day (up to 4 hours including setup).
 - 2. \$180 full day.
- B. Family Life Center Gymnasium: (Includes full building if reserved)
 - 1. \$220 half day (up to 4 hours including setup).
 - 2. \$340 full day.
- C. Legacy Building Basement:
 - 1. \$50 half day (up to 4 hours including setup).
 - 2. \$100 full day.
- D. Legacy Building Auditorium: (Includes full building if reserved)
 - 1. \$140 half day (up to 4 hours including setup).
 - 2. \$220 full day.
- E. Several Additional rental items can be added on, depending on uses and setup.
 - 1. Basic Audio Setup (1 mic & aux sound): \$50
 - 2. Tables/Chairs (beyond setup for 80 people): \$100
 - 3. Stage Setup in FLC Gym: \$100
 - 4. Full Sound/Video setup in FLC Gym: \$100
 - 5. Paid Sound System personnel: \$20 per hour.
- F. Use of the Audio-Visual Equipment is \$50 and requires a seven-day advanced notice prior to the event.
- G. For Current active members of Auburn Christian Church, the fee is reduced by 50%.
- H. Ongoing rental agreements will be arranged with the official designee and handled on a case-by-case basis.

VI. Facility Use Guidelines

- A. Alcohol and Drug Policy: No alcohol or drugs may be served or consumed on church grounds and facilities.
- B. Smoking Policy: Smoking and/or vaping is not permitted inside church facilities.
- C. Abusive or foul language, violent or sexual behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
- D. Person or groups will be responsible for any and all damages in the building and/or to the church property due to your activity.
- E. Groups are restricted to only those areas of the facility that the group has reserved.
- F. Minors are required to always be accompanied by an adult. In cases of larger groups, we recommend a minimum of one adult for every ten minors.
- G. Church equipment, such as tables and chairs, must be returned to the original placement, unless arranged otherwise prior to the event.
- H. Church supplies, such as plates, dinnerware, napkins, cups, coffee, etc., are not to be used without prior arrangement made.
- I. All large groups using the facility are responsible for changing and removing full trash cans. Dumpster is located outside the kitchen door.
- J. All lights must be turned off and doors locked upon departure. DO NOT prop doors open.
- K. Rice, bird seed and bubbles will not be allowed inside the building. If these are used outside the building, please designate someone to clean up following the ceremony.
- L. Nothing may be affixed to the wall, with the exception of masking tape. Neither confetti nor glitter may be used for decoration purposes.
- M. No open flames including candles except for prior approved instances, examples being a wedding unity candle.
- N. Proper and clean gym shoes are required when participating in athletic events and no sharp heels in the gymnasium area.
- O. Our audio-visual equipment is available, if reserved and the fee is paid. The equipment will only be operated by our audio-visual staff.
- P. Any person or group must sign the "Facility Use Request" form and deposit paid prior to reservation of church facilities.
- Q. A Certificate of Liability and Property Damage insurance coverage naming Auburn Christian Church as an additional insured may be requested to be on file prior to the date of the event by all groups outside Auburn Christian Church for the purpose of covering liability and property damage or accidents that might occur on church property.

VII. Points Of Contact

- A. Church Office: 402.274.3027 // hello@auburnchristian.org
- B. Pastor Nate Powell: 402.618.9793 // nate@auburnchristian.org
- C. Youth Pastor Zach Shackelford: 402.708.5422 // zach@auburnchristian.org

Facility Use Request Form

Name: _____
 Organization: _____
 Phone Number: _____ Email: _____
 Address: _____

Space Needed: Lobby / Gymnasium / Basement / Auditorium

Estimated Group Size: _____

___ Single Event Date: _____ Start Time: _____ End Time: _____

___ Repeat Event Day(s) of the week: M T W TH F Sa Su (Circle all the apply)

Start Time: _____ End Time: _____

Activities that will occur during the use of the facility:

Church equipment to be used: _____

The undersigned agrees, in consideration of Auburn Christian Church authorizing that user, that:

The undersigned has read, understands, and will abide by the facility use policy and guidelines.

The undersigned understands that the application is only fully accepted and scheduled after staff review/approval and once payment for event is received.

The facility will only be used for the activities listed above and that the undersigned will be personally held responsible for any damage arising from or connected to their use of the facility.

Signature: _____ Date: _____

Office Use

Approved: _____ Date: _____