



**Sequim Community Church**  
**950 North Fifth Ave., Sequim, Washington 98382**  
**(360) 683-4194, FAX (360) 683-8402**

Office Use Only
Calendar check _____
Staff approval _____
Copy to custodian _____
Copy to WMA _____

**APPLICATION FOR USE OF CHURCH FACILITY**

Date \_\_\_\_\_ Submitted by \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Local contact \_\_\_\_\_  
 SCC Member \_\_\_\_ Guest \_\_\_\_ Non-Profit \_\_\_\_ Tax ID \_\_\_\_

- A. Group/Organization: \_\_\_\_\_  
 Topic or Nature of Event: \_\_\_\_\_
- B. Date(s) of Use: \_\_\_\_\_  
 Time of Use: (include set-up & clean-up) \_\_\_\_\_  
 Rehearsal Date & Time: (for Weddings ) \_\_\_\_\_
- C. Specific Room(s) desired: \_\_\_\_\_
- D. Number of people expected to attend: \_\_\_\_\_

**USE AGREEMENT: The session has established the following policy for use of church facilities by all persons or groups.**

- A. Smoking and alcoholic beverages are NOT allowed in the church or on church property.
- B. Refuse, including leftover food will be removed and placed in the trash container at the northeast corner of the north parking lot.
- C. Sequim Community Church liability is limited to \$250 for any loss or damages whatsoever, incurred while using the church facility.
- D. Groups or individuals are financially responsible for any damages to church property resulting from misuse of the facility. This especially applies to damage done as a result of improper supervision of participants.

The above USE AGREEMENT is hereby agreed to by the group represented thereby.

Person/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**FEE TOTALS FROM OTHER SIDE:**

Deposit \_\_\_\_\_  
 Building Use Total \_\_\_\_\_  
 Equipment Use Total \_\_\_\_\_  
 Personnel Total \_\_\_\_\_  
  
 Fees Total \_\_\_\_\_

**Please have fees in the possession of the Church office two days prior to planned usage unless other arrangements have been made.**

**BUILDING USE FEE SCHEDULE:**

<input type="checkbox"/>	Entire Main Building	\$	350.00
<input type="checkbox"/>	Sanctuary (includes wedding rehearsal)		175.00
<input type="checkbox"/>	Fellowship Center (F.C.)		300.00
<input type="checkbox"/>	Geneva Hall		125.00
<input type="checkbox"/>	Calvin Room		40.00
<input type="checkbox"/>	Calvin Room and additional classrooms		60.00
<input type="checkbox"/>	Classroom		35.00
<input type="checkbox"/>	Multiple classrooms		50.00
<input type="checkbox"/>	Main Building Kitchen, (equipment & dishes included)		50.00
<input type="checkbox"/>	F. C. Kitchen, (equipment & dishes included)		150.00
<input type="checkbox"/>	Extra trash pick-up (for major events)		50.00

**FELLOWSHIP CENTER EQUIPMENT USE:**

<input type="checkbox"/>	Use of Video Equipment	flat fee per event	50.00
<input type="checkbox"/>	Use of Theatrical Lighting	flat fee per event	50.00
<input type="checkbox"/>	Use of Sound Equipment	flat fee per event	50.00

**CHURCH PERSONNEL FEES:** These fees apply to members and non-members.

<input type="checkbox"/>	Custodian _____	35.00 per hour, @ _____ hrs. = _____	minimum 35.00
<input type="checkbox"/>	Church Coordinator - required for large functions _____		minimum 100.00
<input type="checkbox"/>	Wedding Coordinator – required for all weddings _____		200.00
<input type="checkbox"/>	Pastor _____		250.00
<input type="checkbox"/>	Nursery Attendant-- required to use our nursery _____		per hour 25.00

SCC Trained Technicians are required when our sound, video or lighting equipment is used. Up to 4 hrs max.

<input type="checkbox"/>	Sound Tech Fellowship Center _____	minimum	70.00
<input type="checkbox"/>	Sound Tech Sanctuary _____	minimum	70.00
<input type="checkbox"/>	Theatrical Lighting Tech _____	minimum	70.00
<input type="checkbox"/>	Video Tech _____	\$35.00 per hour, per person @ _____ hrs. = _____	

Musicians:

<input type="checkbox"/>	Choir Director	150.00
<input type="checkbox"/>	Pianist/Organist	150.00
<input type="checkbox"/>	Soloist	100.00

Deposit received \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_

Checks made payable to Sequim Community Church.

---

FOR OFFICE USE:

# SEQUIM COMMUNITY CHURCH FACILITY USE POLICY

## Statement of Purpose

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups 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.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The Session or its official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for two important reasons. First, 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. See 2 Corinthians 6:14;  
1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who 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 be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may 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 of its property as holy and set apart to worship God. See Colossians 3:17.

I/We affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will be required to pay any fees requested by the church and I may be required to provide a security deposit or certificate of insurance.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Staff and possibly Session and/or the Building and Grounds committee's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy", a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and I Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature

---

Printed Name

---

Date \_\_\_\_\_