

Summit Ridge Church Facility Use Policy A Guide for Stewardship and Hospitality

At Summit Ridge Church, we see our facility as a gift from God and a powerful tool for ministry. Our policies are designed to ensure this space is used with reverence, remains available for our primary mission, and extends Christ-centered hospitality to our community.

I. Our Philosophy on Facility Use

Our Guiding Principle: We believe in the wise stewardship of the resources God has entrusted to us through His people. Therefore, our facility is primarily reserved for the worship of God and the advancing of our ministry's mission.

Who Can Use Our Space?

Priority Level	User Type	Purpose	Frequency
First Priority	Official Ministries and Church Members	Bible studies, Small Groups, Youth groups, weddings, funerals, or approved personal member events.	Unlimited (as scheduled)
Limited Availability	External Groups (Non-Members)	Events that do not contradict the church's beliefs.	Strictly one-off or sporadic; no ongoing, regular events (e.g., weekly, monthly) are permitted.

This limited openness allows us to expand our witness and broaden our evangelical reach in the community.

Statement on Marriage & Sexuality

Consistent with our core beliefs, Summit Ridge Church grants facility use only for weddings that align with our biblical understanding of marriage. We hold that marriage is a covenant union ordained by God. Consequently, the facility may not be used for any ceremony or event that contradicts the church's Doctrinal Statement or By Laws regarding human sexuality and marriage.

II. The Process: Scheduling Your Event

To ensure every event flows smoothly and avoids calendar conflicts, follow these steps. **No event is confirmed until it is formally entered onto the church's master calendar.** [All facility use is at the discretion of the Elder team and the officiating pastor/church leadership and requires explicit approval.]

1. **Start with the Administrator:** Please contact the Church Administrator for all requests. They will be your guide through the process.
2. **Application and Meeting:**
 - **Members** will meet with the appropriate pastor to discuss event details and ensure consistency with the church's mission.
 - **External Groups** must submit a brief application to confirm their event is non-contradictory to our core beliefs and aligns with the sporadic-use limitation.
3. **Final Confirmation:** Once approved, you will sign a formal **Facility Use Agreement** and pay any required **Security Deposit** (see Section V). At this point, the date and time will be scheduled on the master calendar. Priority is always given to members.

III. Core Principles for All Facility Use

To maintain reverence and respect for our sacred space, we have non-negotiable rules for every user and guest.

Theological Integrity

All services and event messaging must be Christ-centered and biblically faithful. The officiating pastor has the final authority on all service content, including music and readings, to ensure it honors God and reflects our doctrinal statement.

A/V and Music

- **Content:** Music must be approved by the officiating pastor and should be sacred or classical in nature, appropriate for a worship setting.
- **Technicians:** To protect our equipment, **only approved church technicians** are permitted to operate the church's sound, lighting, and video systems. Unauthorized access to the sound booth is strictly prohibited.

Building Operations & Logistics

- **Restricted Areas:** Guests must remain in the specific rooms reserved for their event. The children's area and Sound Booth are off-limits unless explicitly reserved.
- **Lights:** The event point-of-contact is responsible for ensuring all lights are turned off before leaving.

Safety & Conduct

- **No Alcohol or Smoking:** Alcoholic beverages are strictly prohibited anywhere on church property, including during receptions. Smoking and vaping are prohibited inside the church.
- **Child Protection:** For external events involving minors, the group must provide proof of their own background checks or adhere to Summit Ridge Church's Child Protection Policy. Two adults must be present with minors at all times.
- **Decorations:** Decorations should be tasteful and approved in advance.
Prohibited items: Glitter, confetti, rice, birdseed, or open-flame candles (unless approved/enclosed).
- **Cleanliness:** The responsible party is liable for any damage incurred to church property. It is also the responsibility of the event organizer to generally clean up and put things away where they were originally. They are also responsible for throwing overflowing trash away in the trash receptacle.

IV. Legal & Liability

Insurance Requirements

External groups (Non-Members) are required to provide a Certificate of Insurance (COI) naming Summit Ridge Church as an "additional insured" for the date(s) of the event. This must be submitted to the Administrator at least 14 days prior to the event.

Indemnification

All users agree to hold harmless, indemnify, and defend Summit Ridge Church, its officers, elders, employees, and agents from any and all liability, loss, damages, costs, or expenses arising from the use of the premises by the user or their guests.

V. Fees and Financial Commitment

Fees for external use help us cover the operational and administrative costs of opening our facility. **All fees are required to be paid in advance.**

Fee Structure

User Type	Service	Fee Structure
Members	Official Ministry Activity	Typically no fee (suggested honorariums for personal events may apply).
Non-Members	Wedding Facility Use	\$300.00

User Type	Service	Fee Structure
All Groups	Custodial & A/V Technician	\$300.00 (Funerals) / \$400.00 (Weddings) <i>(Includes payment for required Sound Tech)</i>
All Non-Members	Pastor Suggested Honorarium	\$200.00 (Funerals) / \$300.00 (Weddings)
All Groups	Refundable Security Deposit	**\$300.00 (Required for all non-ministry events)**

Cancellation Policy

To respect the time of our staff and volunteers, the following cancellation policy applies:

- **30+ Days Prior:** Full refund of fees and deposit.
- **14-29 Days Prior:** 50% refund of facility fees; full refund of deposit.
- **< 7 Days Prior:** No refund of facility fees; full refund of deposit.
- *Security deposits will be refunded within 10 days after the event, provided the facility is left clean and undamaged.*

By signing below, the undersigned acknowledges that they have read, understand, and agree to abide by all the terms and conditions outlined in the Facility Policy of Summit Ridge Church.

Name (Print): _____

Signature: _____ **Date:** _____

Pastor: _____

Signature: _____ **Date:** _____

Effective Date: January 6, 2025