

The Lord's Table Church

1215 Parkway Drive * Goldsboro, NC * (919) 751-8188

Facility use policy and request application

Purpose Statement

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church's facilities are to 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, like-minded community 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.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Statement of Beliefs. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of 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. (2 Cor 6:14)

Second, 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 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 cause confusion and scandal to church members and the community because people 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.

Therefore, in no event shall persons or groups who hold, advance, advocate beliefs, or engage in practices that contradict the church's faith use any church facility. 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 of its property as a gift of God and its use intended for his glory. (Col 3:17.)

Priority of Use and Approved Users

All church sponsored events take priority over reservation requests.

The Senior Pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members and their immediate families, and organized groups that are members of the ministry. Church facilities and equipment may be made available to outside groups meeting the following qualifications:

1. Groups requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group requesting facility 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 and as described in any additional instructions by church staff.

Facility Use Hours

Facilities are available during the regular business hours of 9am and 4pm Monday-Thursday. Outside normal hours Friday-Saturday by approval only. Use outside these hours may be approved by the pastor or official designee. All events must conclude and facility emptied by 4pm on Saturday to allow for facility cleaning and set up for weekend services. Facilities are unavailable to rent on Sundays.

Scheduling Events

Facility use requests shall be made to the Church by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use, and required fees or negotiated deposits are paid.

Items included in facility rental and exclusions

Facility rental includes access to facility, heat or air conditioning as required, general room lighting, and common use items such as chair, tables, coffee pots, sinks, ovens etc., and basic wireless internet access. Items that are not included in rental but may be available (on a limited basis) at additional cost are sound systems, projection systems, theatrical lighting systems, print/photocopying service.

** Indoor playground is accessible with the restrictions of no food, no shoes, and limited to 30 children at one time.*

Fees

Use of church facilities is subject to a use and maintenance fee to pay for the upkeep of church facilities. The use and maintenance fee is based on areas used.

Use outside normal business hours incurs an additional fee for members using the facility. This fee is used to pay for employee overtime and additional utilities. The fee for facility use outside of normal business hours is based on a per hour rate that the facility is in use*, with an additional fee added for cleaning.

Facility Use During Normal Business Hours		
Group or Individual	Main Sanctuary Fee	Student Sanctuary Fee
Nonmember*	\$150.00 per hour	\$100.00 per hour
Church Member*	No Fee	No Fee

***A member is a person who has completed the four segments of The Lord’s Table Growth Track and have signed a “Membership Covenant”.**

Facility Use Outside Normal Business Hours		
Group or Individual	Hourly Fee	Cleaning Fee
Nonmember*	No facility use for nonmembers outside business hours	No facility use for nonmembers outside business hours
Church Member*	\$45.00 per hour (ex.- 2 hrs x \$45.00 = \$90.00)	\$45.00 flat fee (not based on hourly rate)

***A member is a person who has completed the four segments of The Lord’s Table Growth Track and have signed a “Membership Covenant”.**

* “In Use” is defined as the time that an employee is required to unlock the facility until the event is over and the user has left the facility.

If the usage of the facility spans multiple days, the hourly rate is cumulative for the event.

Insurance

The user must sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Facility Use Guidelines

1. Alcohol Policy: No alcohol or beverages containing alcohol may be served in church facilities.
2. Smoking/Vaping Policy: Smoking or using vapor devices inside any of our indoor church facilities is prohibited. Smoking/Vaping within 100' of entry/exit doors is not permitted.
3. Guests/patrons are restricted to only those areas of the facility that the group or person has reserved.
4. Food and beverages: Food and beverages are restricted to the Student sanctuary room and the kitchen area. No food or drinks are allowed on the wooden stage area in the student sanctuary.
5. Church equipment, such as tables and chairs, must be cleaned and returned to original placement, unless arranged otherwise prior to the event.
7. Clean-up: User is required to clean up all decorations, food, drinks, and personal property. Sweeping, mopping, trash, bathrooms, etc. are covered in the cleaning fee and will be done by TLT staff or contractor.
8. Abusive or foul language, violent behavior, and/or drug use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
9. The concealed or open carry of firearms is not permitted on the premises without written consent of the Senior Pastor of The Lord's Table.
10. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.
11. All facility rentals will conclude by 4pm on Saturdays.
12. Facilities will only be available for weddings of TLT members.

Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

Please state whether you are a:

Church Member Partner Ministry Business/Organization

Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

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

Please list the organization's website, if any: _____

Please list the names of the organization's office-holders and/or leaders:

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

What date(s) and time(s) are you requesting to use the facilities (open-close):

Facility Use For Weddings

If you are requesting use of the church's facilities for a wedding, please see wedding coordination addendum attached below.

** A wedding coordination/fee sheet must be attached for facility rental for weddings*

Statement of Understanding

I 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, statement of belief, or position on Marriage, Gender, and Sexuality. I commit to promptly disclose any potential conflict of 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 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 need to provide a security deposit in the amount of \$ _____, and the remainder of my fee which is \$ _____ no later than _____.
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 pastor'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 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

8. I understand that if, during the use of the church's facilities, it is discovered that I have withheld information or that I have been deceitful on this application, the church will promptly terminate my event, lock the facility, and I will be forced to leave the building and grounds immediately. I will not receive any refunds nor will I pursue any retribution in the form of slander, or legal action.

Printed Name _____

Date: _____

Signature: _____

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Wedding Coordination addendum to accompany TLT Facility use policy and request application

Purpose Statement

This addendum is designed to accompany the Facility use policy and request application when the purpose of the facility use is a wedding. It outlines policies and fees for support staff and TLT staff pastors. This sheet must be completed and attached to the facility use policy prior to scheduling the facility for weddings.

This addendum in no way negates any portion of the Facility use policy and request application. It is solely designed to clarify specific needs of our members for their weddings, and to provide the member with any and all fees associated with their wedding that are in addition to the facility use fees.

Weddings held at The Lord's Table Church

Weddings scheduled to be held at The Lord's Table Church should be scheduled well in advance to ensure the availability of the facility and the staff required to host the ceremony. As a general rule, weddings should be scheduled three to six months in advance. A minimum of forty-five (45) days is required to reserve the facility in order to provide TLT staff with adequate planning time, and to ensure enough time to complete required pre-marital counseling.

**Weddings officiated by TLT staff pastors require that the couple actively participates in approved pre-marital counseling conducted by TLT approved facilitators.*

General requirements

1. The wedding party must meet with the Officiating Pastor and the coordinator at least two weeks prior to the wedding, for planning purposes.
2. All music, lyrics and audio/video presentations must be submitted to the media department in either MP3, MP4, or CD format no later than one week prior to the rehearsal day.
3. A copy of the marriage license must be on hand and available for the Pastors signature at the rehearsal. Minimum of one day prior to the wedding ceremony. No ceremonies will take place without a valid and accurate license.
4. Professional photography and videography is allowed but not provided by TLT during the wedding ceremony. Flash is permitted.
5. All music/media and decor must not contradict with the beliefs of TLT or "mainstream" Christian beliefs.

Facility limitations for weddings

There are several common facility questions and issues during weddings. The following items are TLT policy:

1. Weddings can be held in either the Main or Student sanctuaries. Both locations require a technical support person to run lighting/projection/sound systems.
2. In the main sanctuary, we strictly prohibit moving chairs or equipment for wedding ceremonies. This includes cameras, sound, or music equipment. Minor adjustments may be made in the form of adding candelabras, prayer benches, etc.
3. Facility must be cleared of all wedding decor items after the wedding. TLT will not be responsible for these items. Any items left will be kept for 1 week and then donated or discarded.
4. Throwing of Rice / Birdseed / Confetti/Silly String; etc. anywhere on Church property is prohibited. Bubbles or streamers are acceptable
5. All terms in the Facility use policy apply to weddings held at TLT.
6. TLT video equipment is not available to record/stream weddings.

Wedding Coordinator

If you choose to have a coordinator through TLT, the coordinator will not be available to provide the same level of service as a professional wedding planner. The coordinator duties are:

1. To be present during the planning meeting with the officiating Pastor.
2. To coordinate the line-up, music, positioning, and ceremony during the rehearsal.
3. To assist in lining up wedding party and their entry during the ceremony.

AVL Technician

The AVL technician is a part of the TLT media team. They will assist in general audio, visual, and lighting requests for your wedding. They are able to project items, adjust lights, and provide sound engineering. They are not able to produce videos, or provide production level services for weddings. If you need these services please make that clear far ahead of your wedding so we are able to explain our capabilities and our limitations clearly.

Additional fees for wedding services

In addition to the facility use fees, the following fees apply to all weddings held at TLT:

AVL Tech fee: \$100 (includes 1hr rehearsal, and 1hr wedding)

Pastoral fee: \$100 (includes 1 hr planning meeting,
 1hr rehearsal, and 1hr wedding)

**Pastoral fee not required if you have an outside officiant for the wedding*

Coordinator fee: \$100 (includes 1 hr planning meeting,
 1hr rehearsal, and 1hr wedding)

**Coordinator fee not required if you have hired a personal coordinator*

No fee options for weddings

In some circumstances, we understand that individuals simply desire to be married in the church. In these cases, TLT pastors can perform simple ceremonies with the couple and their 2 required legal witnesses at the church. In these cases, no lighting, practice session, or other prep is required. If you desire to have your ceremony in the church by a TLT pastor in this manner please inform the TLT staff and we will coordinate this type of ceremony with you. Pre-marital counseling is still required for this type of wedding ceremony.

Ceremony Information

Name of Wedding Couple: _____

Date of Wedding Ceremony: _____

Time of Wedding Ceremony: _____

Date of Wedding Rehearsal: _____

Time of Wedding Rehearsal: _____

Sanctuary/Rooms Needed: (check all that apply)

Main Sanctuary

Student Sanctuary

Use of Kitchen

Wedding Coordinator: _____

e-mail address: _____

Phone Number: _____

Do you wish to have a specific Pastor to perform the ceremony?

Name: _____

Option 2: _____

Church Coordination (must be completed before Wedding is scheduled on Master Calendar)

Media / Music Department: Date: _____ Signature: _____

Church Administration: Date: _____ Signature: _____

Officiating Pastor: Date: _____ Signature: _____

I understand and agree with the items set forth in this addendum. I agree to pay the following fees in addition to the facility use fees:

\$100 AVL Tech fee _____ (initial)

\$100 Pastoral fee _____ (initial)

\$100 Coordinator fee _____ (initial)

Total additional fee: _____ (initial)

Signature of responsible party

date signed