

## FACILITY USE POLICY (CAFÉ CONNECTIONS)

### Purpose Statement

The CAFÉ CONNECTIONS facilities were provided through God's benevolence and by the sacrificial generosity of churches, individuals and businesses. CAFÉ CONNECTIONS desires that its facilities be used to bring God glory. We make our facilities available to the public who agree to our statement of beliefs and 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.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the ministries faith or moral teachings, which are summarized in, among other places, the ministries bylaws. Nor may ministry facilities be used for activities that contradict, or are deemed inconsistent with, the ministry's faith or moral teachings. The executive staff or the board of directors is the final decision-maker concerning use of ministry facilities.

This restricted facility use policy is necessary for two important reasons. First, the ministry 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 ministries beliefs would be material cooperation with that activity, and would be a grave violation of the ministries faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the ministry present a consistent message to the community, and that the ministry staff and volunteers 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 ministries faith would have a severe, negative impact on the message that the ministry strives to promote. It could also cause confusion and scandal to the staff, volunteers, those that financially support the work of this ministry and the community because they may reasonably perceive that by allowing use of our facilities, the ministry 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, or advocate beliefs, or advance, advocate, or engage in practices that contradict the ministries faith use the facilities of CAFÉ CONNECTIONS. Nor may ministry facilities be used in any way that contradicts the ministries faith. (Col 3:17.)

### Approved Users and Priority of Use

Ann Corbin or the official designee must approve all uses of ministries facilities.

## MINISTRY FACILITY USE POLICY

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the ministries faith and practice.

2. The group or person seeking facility use must submit a signed “Ministry Facility Reservation Request and Agreement” form.

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 ministries rules of conduct for facility use, as stated below and as described in any additional instructions by ministry staff.

**Facility Use Hours** Facilities are available between the hours of 9 a.m. and 5 p.m. Use outside these hours may be approved by Ann Corbin or official designee.

**Scheduling Events** Facility use requests shall be made to Ann Corbin by submitting the “Café Connections Reservation Request and Agreement” form. The event will be reserved and placed on the ministry calendar only when Ann Corbin or official designee approves the use.

Donation requests for the use of the ministry facilities is subject to use and maintenance fees for the following groups:

Unfortunately, Café Connections is not suitable for children’s parties’ birth – 12 years of age.

Teen Parties – 13 -18 years of age – with appropriate adult supervision – is \$100 for 1-4 hours of use including clean-up & set up. In excess of 4 hours, we ask for a donation of \$25 per hour.

For all other adult groups, \$75.00 for 1-4 hours of use, including set up and clean up. In excess of 4 hours, we ask for a donation of \$25 per hour. The ministry may also wish to require a REFUNDABLE security deposit to pay for any damages to the ministry facilities.

#### Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in or on the premises of Café Connections facilities.
2. Smoking Policy: Smoking inside ministry facilities is strictly prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved. Staff only areas are off limit.
4. Food and beverages must be served in the kitchen area.
5. Ministry equipment, such as tables and chairs, must be wiped down and returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure. The a/c must be set at 74 degrees in the summer and the heat must be set at 67 in the winter degrees prior to leaving the facilities.
7. Clean-up – Groups must wipe down all tables and countertops, empty trash in bathrooms and main areas (trash bags are under the sink), clean coffee pots and straighten living & sitting areas.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on ministry premises. Any person exhibiting such behavior will be required to leave the premises.

9. Any person or group must sign the “Café Connections Facility Reservation Request and Agreement” form prior to reservation of ministry facilities.

Café Connections Facility Reservation Request and Agreement –

Name of person or organization requesting use of facilities: \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the requested use is by an organization, please briefly state the organization’s purpose and mission:

---

---

Please list the organization’s website, if any: \_\_\_\_\_

MINISTRY FACILITY USE POLICY

Please list the names of the organization’s office-holders and leaders:

---

---

What date(s) and time(s) are you requesting to use the facilities: \_\_\_\_\_?

I affirm that:

1. I understand that CAFÉ CONNECTIONS 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 ministries faith.

2. To the best of my knowledge the purpose for which I am requesting use of CAFÉ CONNECTIONS will not contradict the ministries faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to the ministry 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 CAFÉ CONNECTIONS facilities that contradict the beliefs of the ministry. I agree to promptly disclose any potential conflicts in belief to the ministry staff.

4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$ N/A , and agrees to pay \$100 for 1-4 hours of use (for Teen parties) and \$75 for 1-4 hours use, including set up and clean up, OR \$25 per hour, thereafter.

5. I understand that my use of CAFÉ CONNECTIONS is subject to Ann Corbin's or other designate approval, which is conditioned in part on my agreement to the requirements in the "Facility Use Policy," a copy of which I have read and understood.

6. I understand that I will be responsible for any damages to CAFÉ CONNECTION facilities resulting from this proposed use of facilities.

7. CAFÉ CONNECTIONS 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.

Name\_\_\_\_\_ Date\_\_\_\_\_