

**1. Purpose and Principles.** God has richly blessed Restoration Church with beautiful facilities for its mission and ministry. The primary purpose of these facilities is to provide a place for the worship of God. We use these facilities for the same purpose that we as individuals exist to advance the Kingdom of God.

**2. Principles of stewardship guide Restoration Church in the use of its facilities.**

With these principles in mind, the following guidelines apply:

a. Activities of Restoration Church take precedence over all other activities to include Wednesday dinner, Wednesday ignite, and Sunday morning worship service.

b. Use of church facilities is also for any church activity to include adult connection group gatherings, activities for our youth and other age groups under our children's ministry, fund raisers, etc. Even personal use can be requested for birthdays, weddings, showers, etc.

c. Church facilities may be used by outside groups when approved by the Restoration Church Session.

d. Any facility uses by those within the congregation of Restoration church might also require approval by the Session to include fund raisers, congregation event invites, and any other reason as deemed necessary when an application is submitted.

e. No matter who uses the facility, such use will be in compliance with the values and principles provided below:

(1) All uses within the facility will be for non-political and not for profit, to include outside groups whose charter and/or by-laws state that the primary purpose of such group is of a benevolent nature.

(2) All values/principals must align with those of Restoration Church and the Evangelical Presbyterian Church (EPC) denomination in order to use any Restoration Church facility.

(3) Outside groups to include other churches or schools in the community may use the Church facilities as long as the purpose of the use does not violate the values/principals of Restoration Church and the Evangelical Presbyterian Church (EPC) denomination.

3. **Application and reservation process.** Guidelines on requesting and applying reservations for events and use of furniture are provided below:

a. There are two ways to submit a facility use application.

(1) Online submission from our church website under REZFORMS.

(2) Paper submission.

b. Before completing an application, check to make sure our facility is available for the date(s) and times you want to request. This includes set up time before and clean up time after. To check for availability, call our church admin team's event/reservation liaison Heather Dorn at (518) 221-6088 or send an email to: [heatherdorn@hotmail.com](mailto:heatherdorn@hotmail.com) with copy to [rezadmin@therestorationchurch.net](mailto:rezadmin@therestorationchurch.net)

c. Anyone that would rather not use our online form, can pick up a printed application or contact Heather Dorn to get one sent to you by email.

(1) Printed blank applications are available in the Worship Center at the information booth in the fellowship area.

(2) Completed application can be dropped off at the information booth, given to someone from our admin team, one of our Pastors, or email scan it and send by email to [heatherdorn@hotmail.com](mailto:heatherdorn@hotmail.com) with copy to [rezadmin@therestorationchurch.net](mailto:rezadmin@therestorationchurch.net)

d. Application submission is required for all personal events such as birthday parties, wedding showers, ceremonies, etc., This will ensure events are properly reserved and monitored for the use of the facility and its furniture.

(1) On Saturdays, our Restore Point facility is not available before 1:00 pm for these events so that morning gatherings/meeting can be accommodated. Anyone who wants to reserve for an earlier time, will need to negotiate a time adjustment with the leader of the applicable group/meeting and let Heather Dorn know that the leader adjusted their time for that day.

(2) On Sundays, our Restore Point Facility is not available before 12:00 pm since Restore Point is used for our Youth activities during Sunday morning services.

(3) Anyone who would like to partially set up (i.e., decorate) earlier than the day of the event, will need to include it in the application.

f. Staff and volunteers with access to our church calendar under Planning Center database can reserve church events/activities with rooms and furniture to use as needed. (Note: even events not at our facility can be added to the calendar).

g. Any staff or volunteer that doesn't have access or would rather not place an event or reservation is to submit an application so that the event can be added to the calendar and applicable reservations made.

h. For any questions about facility use and events added to calendar, please contact Heather Dorn at (518) 221-6088 or email her at [heatherdorn@hotmail.com](mailto:heatherdorn@hotmail.com)

i. Applications submission is required for anyone from outside groups requesting to use the facility so that further processing can be accomplished to approve and reserve the room (s) at the facility. Outside groups are not authorized to take furniture away from the facility. Contact Mike Gibson at (901) 837-6721 or send an email to [info@therestorationchurch.net](mailto:info@therestorationchurch.net)

j. Regardless of whether you are in our congregation or from an outside group, the following cannot be taken away from the facility.

(1) Banquet chairs

(2) High chairs

(3) Video/Audio Equipment

4. **Other provisions.** God has entrusted us with the use of these facilities and furniture, therefore, everyone must ensure care is taken in a manner that would be pleasing to God.

a. A designated Restoration Church member and/or staff person will be required to be the liaison for all outside entities and if needed for other church members and regular attenders that use the facility(s). It is the responsibility of the event liaison(s) to assign someone to unlock and lock facilities if needed, turn on appropriate lighting, set air conditioning/heating to an appropriate level and secure the building/s at the end of an event. Securing includes turning off all lights, setting air conditioning/heating to the appropriate level and locking/alarming the building.

b. Anyone who uses the facility and/or furniture will ensure care is taken so the same properly preserve. Failure to leave the facility in satisfactory condition can result in requirement for a \$200 deposit (cash only) prior to next use. Such deposit will only be returned if the facility is left in satisfactory condition.

(1) No alcoholic beverages are allowed on the premises.

(2) Smoking is not allowed in any church building.

c. A responsible person(s) from any entity using the facility will be required to ensure that the facility is left in an appropriate manner at the end of the event. This includes but is not limited to taking out the trash, restoring rooms to the condition they were found to include ensuring the chairs are properly set up for the Sunday service in the Worship Center, and appropriate cleaning conducted which includes at a minimum sweeping and mopping of floors.

d. If damage occurs during the use of the facility or when borrowing furniture and equipment by church and/or staff members, regular attenders, or outside group, whoever caused such damage will be responsible for the cost of repairs.

e. When returning furniture, first call (901) 837-6721 or send an email to [info@therestorationchurch.net](mailto:info@therestorationchurch.net) with copy to [rezadmin@therestorationchurch.net](mailto:rezadmin@therestorationchurch.net) to arrange a return date and time so that someone will be at the facility to receive it so all can be placed back where it was borrowed from.

5. **Pastoral services** by our church Pastors (weddings, funerals, etc.) will be conducted in accordance with values/principles of Restoration Church and the Evangelical Presbyterian church EPC denomination to include EPC by laws and Westminster Confession of faith. In addition to such values/principles, our church Pastor cannot be compelled to perform any type of ceremony in which he does not agree with.

a. We believe that because God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history ("Traditional Definition of Marriage"). Because of the longstanding importance of the Traditional Definition of Marriage to humans and their relationships and communities, and, most importantly, the fact that God has ordained that marriage be between one man and one woman, as clearly conveyed in God's inerrant Scriptures, including for example in *Matthew* 19:4-6 where in speaking about marriage Jesus referred to the fact that "he which made them at the beginning made them male and female."

b. Our Church's Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Church, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Church's Marriage Policy or the Traditional Definition of Marriage, including but not limited to permitting any church facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the "Traditional Definition of Marriage".

c. We believe our Church's Marriage Policy is based upon God's will for human life as conveyed to us through the Holy Scriptures, upon which this Church has been founded and anchored, and our church Marriage Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.

2. **Fee and Deposit Schedule** are included in this policy. Any fees incurred will depend on who is using the facility and what is being used.

a. Session may waiver facility use fees for regular attendees and outside organizations on a case by case basis.

b. Church members. No charge except for payment to staff members and/or praise band when required. Donations are always welcomed.

c. Non-Church members. Deposit: \$200 plus rental fee(s) as listed below. 3.) Fees for Pastoral services will be negotiated between those requesting such services and our church Pastor.

d. Fees for using the facility are:

|       |                            |   |
|-------|----------------------------|---|
| \$200 | Worship center (Sanctuary) | Includes fellowship area and drink bar            |
| \$50  | Worship Center             | Fellowship area and drink bar only                |
| \$100 | Kitchen                    | No matter what else is used in the Worship Center |
| \$250 | Restore Point              | Includes fellowship area, rooms, and kitchen      |

e. Use of equipment must be by designated staff member(s) Fees for use are:

|       |   |
|-------|---|
| \$100 | For microphone(s) with public address (PA) system |
| \$400 | Stage lighting and audio and video set up         |

f. Staff fees are:

|               |                         |
|---------------|-------------------------|
| \$20 per hour | Each staff person       |
| \$200         | Praise band leader      |
| \$100         | Each praise band member |

g. Pastoral fees are between our church Pastor or other ordained person being requested and the person/family requesting them.