

## **TWIN CITY CHINESE CHRISTIAN CHURCH FACILITY USE POLICY**

### **Statement of Purpose**

Twin City Chinese Christian Church's ("T4C") facilities have been provided by God through people's tithes and offerings. T4C desires that its facilities be used to bring glory to God and become the center of discipleship and outreach to the Chinese in the Twin Cities.

The facilities are generally not open to the public and T4C reserves the right to deny access to any group at any time. As a witness to our faith, in a spirit of Christian charity, as a means of demonstrating the gospel of Jesus Christ to our community, and to outreach to the Chinese in the Twin Cities, T4C has adopted this restricted facility use policy to make the facilities available to members and approved non-members for approved activities.

Facility use will not be permitted for:

- Persons or groups holding, advancing, or advocating spiritual convictions or practices that conflict with the Church's faith, doctrine, spiritual convictions, and moral teachings, which are summarized in, among other places, the Church's Constitution and Bylaws & Statement of Faith.
- Persons or groups engaging in partisan political campaigns or commercial enterprise.
- Activities that contradict, or are deemed inconsistent with, the Church's faith, doctrine, spiritual convictions, or moral teachings, or are for fundraising.

This restricted facility use policy is necessary for two important reasons. First, T4C 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 T4C's beliefs would be material cooperation with that activity and would be a violation of T4C's faith and religious practice (2 Cor. 6:14; 1 Thess. 5:22).

Second, it is very important that T4C present a consistent message to the community and that T4C 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 T4C's faith would have a severe, negative impact on the message that T4C strives to promote. It could also cause confusion and scandal to T4C members and the community because they may reasonably perceive that by allowing use of our facilities, T4C 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 T4C's faith use any T4C facility. Nor may T4C facilities be used in any way that contradicts T4C's faith. This policy applies to all T4C facilities, regardless of whether the facilities are connected to T4C's corporate worship space. The Deacon Board ("DB") in consultation with the Pastor / Elder Council ("PEC"), or their official designees, are the final decision-makers concerning use of T4C facilities.

## **Facility Usage Approval Procedure and Priority of Use**

All usage of T4C's facilities must be approved by the DB or its official designee.

For an event to be scheduled and facilities reserved, an "Event Request" form (<http://event.tcccc.org>) must be completed for review by the DB or its official designee. The Event Request form must be completed at least 90 days in advance of the desired event date. The DB or its official designee may waive the 90 day requirement at its discretion for special circumstances (e.g. funerals). The facility will not be reserved until the event is approved by the DB or its official designee.

The DB will make every effort to accommodate as many events as possible but reserves the right to reschedule events as necessary. In general, facility reservations will be on a first come, first serve basis (subject to approval of the event by the DB and its designee). In the event of a conflict, the DB will prioritize events as follows:

1. Regularly scheduled church services and recurring ministry related activities by a Congregation, recognized fellowship groups, sponsored Church organizations, or T4C members. The DB, in consultation with the PEC, will resolve any conflicts between these events.
2. Any non-recurring ministry event that spans more than one calendar day organized by a Congregation, recognized fellowship groups, sponsored Church organizations, or T4C members.
3. Any non-recurring ministry event that is only one calendar day in length organized by a Congregation, recognized fellowship groups, sponsored Church organizations, or T4C members.
4. T4C Church member weddings or funerals.
5. Approved non-ministry activities organized by T4C members.
6. Approved activities organized by approved non-members.

## **Ministry Events**

All events which span multiple days or events which are congregational in nature need additional approval and review by the PEC. Note that some ministry events (such as fellowship meetings) can be entrusted to other church leaders and may not require the PEC's intervention, but the right to review such events will be reserved by the PEC if it is deemed necessary. The primary reason for the PEC's review is to ensure that the ministry event aligns with the Church's doctrine and other ministry the Church is engaged in. Below are some specific scenarios which require PEC review.

## **Church Member Weddings or Funerals**

Church member weddings means that either the bride, groom, or both are active T4C members in good standing. Church member funerals means that the deceased was a T4C member in good standing or an immediate family member of a T4C member in good standing. If the officiant of a T4C Church member wedding or funeral is not a T4C member or staff, PEC will review the credentials of the intended officiant.

T4C's practice is to allow a portrait or the ashes, but not the casket, of the deceased in a memorial service. Funeral services, with a casket present, will be conducted inside the church building only for current and former T4C pastors and elders. This practice is based on the following practical considerations:

- Current and former T4C pastors and elders are officially recognized representatives of the church.
- We know some may desire to have a funeral service in a church because they mistakenly believe that the location of one's funeral service influences the location of one's eternal destiny. We want to avoid this misconception. We believe that one's eternal destiny is determined solely by whether or not an individual has put their faith and trust in Jesus Christ alone for the forgiveness of sin and for the gift of eternal life.

## **Non-Church Member Weddings or Funerals**

For weddings or funerals for non-T4C members, these events will be reviewed and approved as approved activities organized by approved non-members.

The PEC reserves the right to request and review the testimonies of the bride and groom. If the PEC is not familiar with the bride and groom, you are encouraged to submit the testimonies and references along with the application.

If the officiant of a non-member wedding or funeral is not a T4C member or staff, the PEC will review the credentials of the intended officiant.

## **Speakers / Performers / Officiants for Non-Ministry Activities**

The PEC reserves the right to review the credentials and the intended program materials for any speakers/performers/officiants for non-ministry activities.

## **Non-Members or Non-Church Group Approval**

T4C facilities and equipment can be made available to approved non-members or non-T4C groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs, practices and planned uses of the facilities are consistent with T4C's doctrine, spiritual convictions, and moral teaching. Groups or persons also cannot use the facility to engage in partisan political campaigns or commercial enterprise.

2. The group or person seeking facility use must submit an “Event Request” (found at <http://event.tcccc.org>) form at least 90 days before the event occurs. The event must be approved in writing before any promotional activities can occur.
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 T4C’s rules of conduct for facility use, as stated below and as described in any additional instructions by Church staff.
4. An On-Site Supervisor must be assigned for the event and will be responsible controlling access to the building and for the event’s compliance to the guidelines of this policy and all other policies of T4C. The On-Site must be in attendance of the event for its entire duration and supervise any setup or clean-up done before and after the event.
5. If appropriate, the DB may request that a certificate of insurance in an appropriate amount be obtained by the event organizer
6. Additional qualifications may also be required by the DB or its official designee upon its review of the initial request.

The following and a copy of the Facility Use Policy is to be provided to and signed by any non-members seeking to reserve the facilities:

We affirm that:

1. I have read the entirety of the facility use policy and agree to adhere to all the rules and regulations.
2. I understand that the T4C does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict T4C's faith.
3. To the best of my knowledge the purpose for which I am requesting use of T4C facilities will not contradict T4C's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to the PEC.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount requested to cover any damages that may occur.
5. I understand that T4C does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the DB's 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 the T4C facilities resulting from this proposed use of facilities.
7. T4C believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

---

Organizer

---

Date

### **Hold Harmless Agreement for Non-Members**

In consideration of the permit to use the T4C facilities herein before described, the undersigned user hereby agrees to indemnify, defend, and hold T4C harmless from and against any claims, actions, or demands alleging that T4C has any liability to any third party arising from the subject use of the facilities.

T4C is not liable for any direct, indirect, incidental, special, or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to T4C, its members, agents, employees, successors, and assigns.

---

Organizer

---

Date

## GENERAL USE POLICIES

The following list is to be read, understood and adhered to by all users.

1. All users are to use only the rooms assigned due to the set-up, preparation, and clean-up for other events within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of T4C. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on T4C property.
2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on T4C property.
3. The event organizers assume liability for damage to T4C property and agree to submit a certificate of insurance for the facility or property usage listing T4C as the additional insured if requested by the DB. A copy of the Certificate of Insurance is required to be attached to this Agreement, and shall remain in force for the duration of the event.
4. An assigned custodian will be on duty during the time of building usage. This service is included in the room fee. This includes basic room setup and clean up after the event. Additional services will be charged to the user on a cost recovery basis.
5. The user is expected to leave the building and the rooms used in the same as or better condition than they found it. T4C assumes no responsibility for any equipment, merchandise or property left within the facility or on the property.
6. Furniture must be moved back to the original location after use. AV and musical equipment must not be moved without express consent of the Resources Deacon or Music Committee.
7. Media equipment such as TV/DVD, projectors, screens, and/or AV equipment is subject to availability and approval.
8. Dining or the serving of food is limited to pre-approved designated areas. See Kitchen Usage Policy for further details.
9. Any publicity or promotion by the facility user must be approved by the Communication Committee. In addition, signage required within the building should be coordinated with the Communication Committee by emailing [communication@tcccc.org](mailto:communication@tcccc.org).
10. No flyers, windshield advertising, or solicitation of any kind will be permitted on T4C property.
11. Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork.
12. Fire codes prohibit the use of candles except for the use in worship services. At no time should the user permit chairs, equipment or other furnishings to block or obstruct any aisles, entries, passages, halls, or openings required for the standard or emergency flow of people.
13. For the physical protection of T4C staff and the facility, exterior doors will remain locked until the appointed setup time for an event. The main weekday entrances will be the West

Main Entrance near the Office (ring doorbell). All other exterior doors will remain locked for the protection of the staff and children.

14. T4C childcare and childcare facilities are not available to activities, events, programs, or classes other than regularly scheduled children's ministry events. Any childcare and childcare facilities exceptions (including weddings) must be approved by the Children's Ministry Director and/or DB.
15. AV equipment in any performance venue must be operated by the technicians approved and trained by the Resource Deacon or its official designee.
16. No events shall be held by persons or groups holding, advancing, or advocating spiritual convictions or practices that conflict with the Church's faith, doctrine, spiritual convictions, and moral teachings, which are summarized in, among other places, the Church's Constitution and Bylaws & Statement of Faith.
17. No events shall be held by persons or groups engaging in partisan political campaigns or commercial enterprise.
18. No events shall be held that contradict, or are deemed inconsistent with, the Church's faith, doctrine, spiritual convictions, or moral teachings, or are for fundraising.
19. Report any maintenance problems and damages to the DB or the On-Site Supervisor immediately. Any damages or costs incurred to return T4C to the state prior to usage may be assessed to the users including, but not limited to, the damage deposit.
20. Any exceptions to these policies must be approved by the DB.



## **SPECIFIC FACILITY POLICIES**

### **Use of the Fellowship Hall**

The Fellowship Hall is available for larger meetings such as Bible studies, baby showers, small wedding receptions, wedding showers, wedding photographs, bridal dressing area, and family gathering places prior to funerals held at T4C. The Fellowship Hall may be reserved following the “Event Request” procedures. The user is responsible for the care and condition of the room and its furnishings.

- The Fellowship Hall should be left in the same condition as it was found.
- Partitions in the Fellowship Hall must be arranged for in advance by the Resources Deacon designee.

### **Use of the South and North Sanctuaries**

The Sanctuaries are to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of the South Sanctuary should not exceed 450 people at any time and the North Sanctuary 250 people. The Sanctuaries may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Usage must be approved through the DB and PEC.

- There will be no decorations affixed to the walls, chairs, or surfaces in the North and South Sanctuaries without the consent and approval of the DB or its designee.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please follow the General Use Policies.
- Movement and use of equipment, instruments, chairs, and stands must be requested and approved by the Resources Deacon.
- With the exception of the Lord’s Supper, no food or drink (other than water) are permitted in the Sanctuaries.

### **Use of the Classrooms**

- There will be no coffee pots, toaster ovens, or small appliances kept in or brought into the classrooms.
- Food and drinks may be served in classrooms. All leftovers are to be removed immediately following the event.
- All trash must be placed in the appropriate trash receptacles. If food and drinks are served in classrooms, please empty the trash receptacles into the kitchen waste bins or the dumpsters on the east side of the building.
- Moving furniture from room to room is discouraged (all moved furniture should be returned). Contact the Resources Deacon if your pre-arranged room set up is not appropriate.

## **APPENDIX A – SEVERE WEATHER POLICY**

In case of inclement weather, we have two primary concerns: your safety and good communication. Event planners should make reference of the T4C website for updates or sign up for text message alerts at <http://text.tcccc.org>.

### **Cancellation of Services/Activities**

For recurring ministry events, the procedure is as follows:

1. When inclement weather begins on a Sunday or Friday, the PEC chair, the DB chair, and the B&G Deacon, will determine the accessibility of the Church premises as well as the overall condition of the surrounding area. A decision will be made by 8am for Sunday services (or for morning activities) and by 1pm on Fridays (or for evening activities) whether to cancel activities or not. If activities are cancelled, all ministries and fellowship groups must adhere to this policy for the safety of participants and security of the building.
2. The Resource Deacon will post the cancelation information on the website and transmit the appropriate message through the text message system.
3. In the event inclement weather begins while activities are in process, a decision will be made by the PEC chair, the DB chair, and the B&G Deacon. The decision will be announced to the members as quickly as possible.

For all other events, the cancellation of the events is generally left to the discretion of event organizers. The DB reserves the right to cancel all events at T4C facilities in the event of inclement weather. The event organizers are responsible for notifying participants of non-recurring ministry events if the event is canceled.

## **APPENDIX B – OTHER FACILITY GUIDELINES**

### **Building Key Policy**

- Church staff will be assigned a key(s) by the Facilities Management Office.
- Copying keys or propping open doors is prohibited in order to protect our employees, Church members, children, and the facility. Doing so could place other individuals in danger.
- The building will be accessible through all entrances for Church-wide events unless otherwise noted.
- Daily building access will be scheduled by the Office.
- Temporary keys may be checked out from the Office for specific events with approval from the B&G Deacon.

### **Additional Facility/Fire Code Requirements**

All hallways and corridors are to be kept free of materials that could pose a potential hazard in an emergency situation. Emergency evacuation routes and shelter areas are clearly marked on maps throughout the Church building.

## APPENDIX C – FACILITY USE FEE SCHEDULE

Fees may be assessed to offset some of the expenses for cleaning the building or providing on-site support for certain events.

- The DB reserves the right to waive or modify the fees at its discretion.
- A Security Deposit must be paid when the event is officially approved and scheduled in the Church calendar. The Security Deposit will be returned after the event less any expenses attributed to the event.
- Additional fees may be assessed for non-T4C events requiring an On-Site Supervisor for an extended period of time (collectively over 6 hours).
- A/V Support fees are assessed if a T4C trained A/V technician is required for the event. If a T4C trained A/V technician volunteers to support an event, the A/V Support fees will be waived.

Room Costs	Capacity	Fees
South Sanctuary	450	\$200
North Sanctuary	250	\$150
Fellowship Hall	70	\$100
Kitchen Area	50	\$50
Classrooms (each)	20	\$50

Usage Fee	Fees
Security Deposit	\$100 / event
A/V Support <i>(Required if using A/V)</i>	\$20/hour
Room Cleaning	\$50/room
Arrangement of Furniture	\$50/event