

**Tri-Village Christian Church**  
**7509 Broad Street, Pataskala, Ohio 43062**  
**740.927.8731**  
**www.tri-village.org**

**Facility Policy**  
**(Including Weddings and Funerals)**  
(Revised August 2017)

**Statement of Policy:**

Tri-Village Christian Church is a Christ-centered community that intends to use its resources to attract, nurture, and equip individuals and groups to love, serve, and worship God. The purpose of this “Facility Policy” is to enhance security and to protect the safety, health, and welfare of all who visit. It is the desire of the leadership of Tri-Village Christian Church to be a good manager of the resources that the Lord has entrusted to us.

While the leadership realizes that community and civic groups will use our facility, as well as others who may not be directly “Christian” or church-related, all who use the facility are reminded that it is the intention to emphasize a Christ-centered atmosphere. If at any time, this atmosphere is disturbed in a manner that does not hold this ideal the Elders reserve the right to cancel any current and future reservations of that group and/or individuals.

**Procedures:**

Eligibility:

- The programs and activities of special groups or individuals requesting building usage must be consistent with Tri-Village Christian Church’s statement of purpose and in no way suggest any activity that might be considered non-Christian. The facilities and equipment of the Tri-Village Christian Church exist for the primary purpose of its ministries. While other group gatherings and individual/family gatherings are permitted, as stated in this policy, the main intent is to use the facility for support of its ministries, programs, outreach, and relationship with the immediate and surrounding communities.
- Regularly scheduled church meetings and activities of the Tri-Village Christian Church will have first priority in the use of its facilities. Other church-related meetings and functions, such as missions and/or community groups, may use the facilities when they are not already scheduled for use by a church function.
- Any organization that holds an exemption from the IRS using the facility of the Tri-Village Christian Church, must provide a copy of their letter from the IRS (Section 501(c)(3)). The facilities may also be used for purposes that further the Tri-Village Christian Church’s religious, educational, or charitable activities.
- Facilities are not available to outside groups or church members for fund raising or for-profit making activities.
- Organizations engaged in partisan political activities/campaigns are not eligible to use church facilities for their programs. Individual candidates may rent the facility based on the other criteria listed in this policy.

- **Activities and programs are limited to the space that is assigned.** Assignments will be based on security, energy and space considerations. If space is used that was not intended, future requests of the group and/or individuals may be denied.
- (Revision – August 2017): Use of Café/Lobby Area: The Café area is available for personal use, which includes bridal showers, baby showers, and family gatherings (including reunions, birthdays, anniversaries, and similar events) for members for a one-time fee of \$50; for non-members, a one-time fee of \$150. (If a full kitchen is needed, the gym must be rented instead of the Café area.) Refrigeration is not provided due to limited space for ministries of the church. The Children’s Worship/Activity area, Prayer Room, and Chapel are not available for personal use, with the exception of funerals, as outlined elsewhere in this policy.
- A “Certificate of Insurance” must be provided by all outside groups to Tri-Village Christian Church for the purpose of covering liability and property damage or accidents that might occur on church property.
- When any discrepancy occurs or any portion of this policy seems unclear or is misunderstood, the decision of the Elders of the Tri-Village Christian Church shall be final. While these policies will most often be the rule, exceptions may be granted by the Eldership in very extenuating circumstances. The Elders must be contacted in a timely manner. Generally, if an issue requires an immediate decision due to a possible objection or dire circumstance, the policies will rule. If the Elders cannot be contacted in a timely manner, the decision of the Facilities Coordinator and/or Senior Minister will be final.

#### Reservations:

- A “Property Reservation Agreement” must be completed by all groups/individuals and submitted to the church office. Due to high-scheduling demands at times, any reservation that is less than 30 days from the activity possibly may not be considered. Please allow 30-60 days for review of the request. A reservation is not complete until the user has been contacted by the church office.
- All usage fees must be paid through the church office. **A reservation fee of 50% of the total estimated usage fee is due when the request is submitted. The balance must be paid no less than two weeks prior to the date of usage. There is a 10% non-refundable cancellation fee, unless the church cancels the activity.** (If reservation is submitted online, the fee of 50% of the reservation must be submitted to the church office within five business days of the request; after five days a new request must be submitted for the reservation to be considered active.
- The facility may be scheduled for several events simultaneously at the discretion of the Office Administrator, Facilities Coordinator and Senior Minister. Complete cooperation is expected when multiple entities are using the facility simultaneously.
- Reservations are to be made by calling the church office at 740.927.8731, e-mailing the Facilities Coordinator at [AlisonSprankle@tri-village.org](mailto:AlisonSprankle@tri-village.org), or by logging on to the church website, [www.tri-village.org](http://www.tri-village.org) and selecting “Resources/Building Request”.
- Tri-Village Christian Church reserves the right to deny any requests based on the nature of the event, the timing of the event, the availability of the janitorial staff, or changes in circumstances that might occur.
- Any individual or group renting the facility must contact the Facility Coordinator at least one-two weeks in advance of the reservation for instructions covering the closing and/or securing the facility properly. Failure to comply will result in a cancellation of the event, with fees refunded within a two-week period.

### General Guidelines:

- The conduct of all persons attending programs is expected to be respectful of the environment of a church. Anyone whose conduct does not reflect good character at the time of the event may be asked to vacate the premises. Anyone who is thought to have been influenced by non-medical drugs or alcohol will be asked to vacate the premises.
- When children are in attendance they must be under the supervision of parents or other adults at all times and are not permitted to roam freely on church property.
- Smoking, smokeless tobacco, the use of alcoholic beverages, and/or illegal substances is not permitted anywhere on the church property. Any individual who violates this policy will be asked to vacate the premises.
- Prohibited on church property are: roller blades, scooters, skates, skateboards, weapons, snowmobiles, ATVs, firearms, and pets/animals (except those being used in a church program and those considered “service pets”).
- After-hours use of the facility must be arranged through the church office.
- Items should not be adhered to the walls, windows or furniture without permission from the church office.
- Any users of the facility are expected to leave the building reasonably clean and remove all items associated with their program immediately following the event.
- Any damage to furniture or equipment or the facility must be reported immediately to the church office. If damage occurs when facility is being used for a personal event, the person signing the agreement will be responsible for repair costs. The church will make arrangements for repairs to damages.
- Any person(s) or organization(s) making application for use of church facilities shall agree to indemnify the church for any damage to church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Property Reservation Agreement of Facilities. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Under no circumstances should any church-owned property be removed from the premises. The indemnification clause reads: While I understand TVCC will take reasonable steps to provide the requested services in agreement with this policy, I am aware that TVCC, the ministers, directors, trustees, members, elders, agents, and staff cannot assume responsibility for injury, damage, or harm that might result during the course of this reservation. In signing this form, I agree that all such responsibility will be mine. I agree to indemnify and hold TVCC harmless from any claims, either personal or financial, including (but not limited to) attorney’s fees and cost incurred in defense thereof. Since this reservation is at my personal request, I understand that any damages to the facility and/or equipment owned and/or leased and operated by TVCC during this period of the reservation are mine personally and I agree to be responsible and invoiced by the church for all repair, replacement and/or labor costs.
- The user assumes liability for injuries to the persons attending the event and for damages or loss of user’s property.
- When technical equipment is needed for an event, a request must be included on the Property Reservation Agreement of Facilities. Typically, projectors and church computers will *not* be available for personal use; renters are encouraged to secure their own equipment. If equipment is not requested and approved, the same shall not be accessible by staff or others on the property for the event. Please plan accordingly.
- All custodial fees associated with any events must be paid through the church office. At no time shall the custodian be paid directly by any users.

- Events may not be scheduled to conclude after 4:00PM (with cleanup concluding no later than 5:00PM) on Saturdays without written permission from the Facilities Coordinator and Senior Minister, due to the time necessary to prepare the building for use on Sunday morning.
- Outside organizations using the facility must supply all disposable materials for their gatherings. Office machines, office supplies, paper, and any consumable kitchen supplies are not available for use.
- Church equipment and furniture (this includes tables and chairs) are not permitted to be used off the church property except in church-related ministries and events. The representing individual of a church ministry/event assumes full responsibility for security, maintenance, and return of the items, including cost of damage repair or replacement. Personal use of these items by members and non-members is prohibited.
- If the kitchen area is needed for other than the provision of water, an additional fee of \$25 will be added. The person(s) renting the facility must arrange for instructions of the kitchen equipment through the church office. Failure to comply within one week prior to the reservation will result in cancellation of the event and fees returned within two weeks.
- If weather conditions are such that the church parking lot is unusable, the church cannot be held financially responsible for any losses that might occur for cancellation of any event. Anyone using an outside service (i.e, caterer) will be responsible to make contacts. It is not TVCC's responsibility to interact with outside vendors in such situations.
- Bridal and baby showers hosted for TVCC members will be charged no fees when using a classroom; the fee for use of the gym is \$50. The same may be hosted for non-members at a charge of \$50 plus \$15 per hour when using a classroom, including preparation for the event, the event itself, and clean-up following the event. An additional fee of \$25 is required for use of the kitchen (if other than water).
- Family Gatherings (including reunions, birthdays, anniversaries, and similar events) may be held when the event is for and hosted by a member or regular attendee. The fee will be \$50 plus \$15 per hour of usage, including preparation for the event, the event itself, and clean-up following the event. An additional fee of \$25 is required for use of the kitchen (except for water and cleaning).
- Bands may be used for gatherings only if they are Christians bands and/or orchestras and approved by the Senior Minister.
- Any activity that could be construed as gambling is prohibited on church property.

## Funerals and Weddings

### A. Funerals:

1. Funeral services that are permitted to be held in the TVCC facility will typically be those of faithful members of TVCC and/or immediate family members that have lived in the same household as a member. Wakes and visitations will be determined on an as-needed basis. While there is no charge for such a service at the church, the family requesting the use of the facility is asked to consider a gift towards the expenses of utilities and facility usage. (This fee is rarely included in the funeral home costs.)
2. The date/time requested for a funeral service will be honored if scheduling of the facility permits. No major services such as Sunday morning or other regularly scheduled programming will be rescheduled due to a funeral visitation/service.
3. If family members or others are to participate in the funeral service, only language that is appropriate for a worship area will be acceptable. The officiating Minister will inform all participants of this item and if thought that inappropriate language will be an issue with anyone who is speaking, the Minister may determine the person is then ineligible to participate.

4. If the officiating minister is not a member of the TVCC staff, permission must be granted by the Senior Minister of TVCC or his designee before the service can be scheduled in the facility.
5. If a body/casket is present, a licensed funeral director must also be present for the duration of the wake/visitation and funeral service.
6. (Revision – August 2017): The Chapel and/or Café may be used for funerals and/or visitations for members at no fee. For a non-member requesting use of the same, based on availability of the areas requested, and with final approval granted by the Senior Minister or his designee, there is a fee of \$150 for a visitation, if held on a different day than the funeral, and a fee of \$150 for the funeral service; if both are held the same day, the total fee is \$200. These fees do not include honorariums for any of the TVCC staff who may participate. Any funeral and/or visitations require that at least one employee of the funeral home be present on TVCC property to assist the family.

B. Weddings:

Statement on Marriage, Gender, and Sexuality.

God wonderfully creates each person as male or female and these two different and complementary genders reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. God has ordained biblical marriage and defined it as the faithful covenant relationship between a biological man, a biological woman, and Himself. Biblical marriage is the only legitimate context for a sexual relationship. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful, but God through His mercy offers forgiveness and redemption through Jesus Christ our Lord to all who confess, repent, are baptized, and renounce their sin. To those with whom we disagree we offer compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes are inconsistent with Scripture and the doctrines of Tri-Village Christian Church and are to be repudiated.

In order to preserve and pursue the mission of Tri-Village Christian Church as a local Body of Christ, and to provide a biblical role model to its youth and to the community in general, the ministers, staff, members, and all other persons employed by Tri-Village Christian Church or who serve as volunteers shall abide by the above statement. Further, Tri-Village Christian Church shall recognize marriage only as between one biological man and one biological woman. The ministers and staff of Tri-Village Christian Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of the Tri-Village Christian Church shall host weddings or celebrate marriage anniversaries only when between one biological man and one biological woman.

(Revised July 2015)

1. The weddings that are conducted in our facility are marriages for our church family, those who are regularly a part of our fellowship, or a member of the brotherhood of Christian Churches/Churches of Christ. We are committed to Christian marriages and believe a marriage is to be only between a male and a female. No other types of weddings may be performed in our facility. **We do not believe ourselves to be just a representative of the state, but to hold higher ideals for marriage and its purity. If your plan is to only use our facility for a wedding without any commitment to our values, then we would ask you to consider other alternatives.** We believe the wedding ceremony to be a worship service honoring and celebrating marriage and that it should reflect Christian values in all aspects.

2. We believe that a couple planning for a Christian marriage should not be living together before marriage. While we realize that we cannot impose this specific value, we also believe we have the right to deny your request. If the choice is made to honor your request, certain guidelines may be imposed by the Senior Minister and/or Elders, and if agreed upon by those desiring marriage, a wedding ceremony may then be planned.
3. In the case of pre-marital pregnancy, the marriage may or may not be performed depending on the maturity of the persons involved and other considerations.
4. Divorced persons may be considered for marriage at Tri-Village Christian Church should they meet one of these Biblical criteria:
  - The former spouse is deceased (Romans 7:2; 1 Corinthians 7:39).
  - The divorce occurred prior to conversion (2 Corinthians 5:17).
  - The divorce occurred because of sexual unfaithfulness by spouse (Matthew 19:3-9).
  - The spouse was deserted by the other (1 Corinthians 5:17).
  - The former spouse initiated the divorce and has remarried (Romans 7:3).

*(If a divorced person responds negatively in all cases, acknowledging that other extenuating circumstances often relate to divorce, a meeting with the Senior Minister and/or Elders will be requested to consider the individual case. No marriages after a divorce will be performed until at least one year has passed from the time the divorce is finalized.)*

5. If a Minister of the Tri-Village Christian Church has refused to marry a couple, no other ministers on staff will be permitted to perform the wedding, either on the property of the Tri-Village Christian Church or off the property. Ministers from other churches may participate in a wedding ceremony at TVCC as long as a TVCC minister also participates or the visiting minister is affiliated with a sister congregation (i.e, independent Christian Church or instrumental Church of Christ).
6. All couples using the facility for a wedding must go through pre-marital counseling. This may be done with one of the TVCC Ministers or with another minister or licensed counselor, as long as printed verification is provided and approved by the Senior Minister. **Due to scheduling of several sessions (generally, four to six), timing is very important and the potential married couple should allow six to eight months minimum prior to the wedding. Please do not request use of the facility for a wedding if you are unwilling to comply with this requirement.**
7. Any member of the wedding party who is thought to be under the influence of non-medical drugs or alcohol will not be permitted to participate in the wedding. If either the Bride or Groom is under the same influence, the wedding will not be performed.
8. All weddings and receptions must be concluded no later than 5:00PM on Saturday evenings to allow the janitorial staff to prepare for Sunday services.
9. Decorations for weddings may be done prior to the rehearsal or the wedding ceremony. Decorating after the rehearsal is prohibited due to securing the facility.
10. Fees Associated with Weddings at Tri-Village Christian Church:
  - Worship Center or Chapel Rental: Member - \$100; Non-member - \$250
  - Gym or Café/Lobby, when used for a Reception: Member - \$100; Non-member - \$250
  - Kitchen: Member - \$25; Non-member - \$50
  - Personnel Fees:
    - Officiating Minister (including counseling) - \$300; if a minister on the TVCC staff does not perform the wedding, this amount is still suggested as a honorarium.
    - Sound/Lighting Technician: \$75
    - Musicians: \$75 each

Janitorial Fees: A deposit of \$150 must be received no less than ten business days prior the wedding ceremony. The cleaning fee will be at the rate of \$15 per hour. A refund of the excess amount will be issued within ten days following the wedding. Any cleaning fees in excess of the deposit will be billed to the groom. The groom will sign a contract prior the wedding with his intent to pay.

### **Kitchen Usage and Fees:**

- The primary use of the kitchen will be for church-wide functions. The kitchen is to be locked at times not being used.
- When the kitchen is being used for smaller (non church-wide events), those using it must comply with the guidelines below. Failure to follow the guidelines and to submit the necessary paperwork to the church office may result in being denied future use of the kitchen.
- If the kitchen is needed primarily for water and some basic washing/cleaning, there is no fee. For other events, the fee is an additional \$25 for the use of the kitchen.
- A checklist of items will be provided to those renting the church kitchen. The items pertinent to the event are to be checked, both prior to and following the event, and the form returned to the church office within three days. Failure to do so may result in being denied future use of the kitchen. For safety and security purposes, attention to detail is paramount.
- Please comply with the following rules:
  - 1) Contact church office/Facilities Coordinator at least one-two weeks in advance for instructions regarding use of equipment.
  - 2) Clean, dry, and put away all church-owned dishes and utensils.
  - 3) Wash all counters, appliances, and sinks.
  - 4) Do not leave any leftovers in the refrigerators or freezers. They will be put in the trash.
  - 5) Do not use any of the church's consumable items - food, drinks, or paper products. These are purchased and maintained for church-wide functions, not personal use.
  - 6) Please sweep the floor and mop, if necessary.
  - 7) Confirm that all appliances used are turned off and that all lights are turned off.
  - 8) Trash is to be emptied and taken to the dumpster at the east end of the parking lot.
  - 9) Individuals and groups are expected to leave the kitchen cleaner than they found it.
  - 10) Minors (under the age of 15) are not permitted in the kitchen area! Adult supervision is required for all children and youth functions.
  - 11) In preparing for your event, be sure that you consider all details. The church is not responsible for supplying any consumable items or personnel for your event. You may request specific staff members or church members to assist, but it is to be the responsibility of the overseer of the event.