



FACILITIES USE POLICY

Our purpose as North Hills Church is to BELIEVE God's Word, CONNECT with God's Family, and SHARE God's Story. We believe that God has given our facilities to us to further his kingdom and purpose; therefore, any proposed activity and use must first be in accordance with this objective.

In accordance to God's Word we have been and continue to be a people committed to:

- Exalting the name of Jesus Christ and his gospel.
- Loving one another and caring for one another as he loves and cares for us.
- Making disciples through preaching and teaching the Word of God to all.
- Edifying and equipping the saints for the work of the ministry.
- Sending and supporting the saints from this place, to proclaim the glorious gospel of Jesus Christ throughout the world.
- Being a testimony of God's grace, a light set on a hill in this dark and lost world.

Reservations and approved usage of the facilities must balance between:

- Ministering to people - This is our focus and priority.
- Stewardship of our facility - We want to avoid using the facilities at the expense of the ministry of NHC whereby it places undue pressure or burdens on the facility or our people.

We must be balanced and prudent, but we should not allow excessive protection of our material things to hamper our ministry to the needs of people.

What activities will the facility be used for?

1. Official church functions and events (These reservation requests will always receive first priority.)
2. Weddings, receptions, and funerals (Please see the Wedding Guidelines booklet for information specifically related to NHC weddings.)
3. Other church family activities such as milestone birthdays, baby/wedding showers, etc.

This facility is not to be used for personal business interest (i.e. profit). Facilities may not be used for activities that contradict or are deemed inconsistent with North Hills' teachings and doctrinal beliefs.

Questionable requests that are not clearly defined within this philosophy will be reviewed by the Executive Team and Facilities Team for approval. Elder approval will be obtained when appropriate. Exceptions may also be made by the Executive Team on a case-by-case basis.

Who may use the facility?

1. North Hills ministries.
2. Individuals organizing church-sponsored activities.
3. North Hills members and regular attenders.
4. Executive Team-approved outside ministries that hold to the same essential biblical doctrines of the faith as NHC.

The use of North Hills by any outside individual or group should be the exception rather than the rule. Use by those outside the church body should be limited in order to avoid placing undue stress on our people or our facility.

Facilities are not to be used by any individual, group, or ministry that intends to teach anything that is in conflict with the Bible, our Statement of Faith, our Doctrinal Statement or any of our North Hills stated positions, written or spoken. Facilities are not to be used by any group, parachurch ministry or movement that the Elders do not want to identify with.

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

When may the facility be used?

- When the event does not interfere with previously planned NHC activities
- When the event does not fall on a "blackout weekend" (specific weekends not eligible for on-campus events) - Blackout weekends are established for two purposes: desire to prioritize church focus (Anniversary Service or holiday weekends) and minimize functions leading up to facilities-intensive events. Rare exceptions may be made on blackout weekends if facilities requirements are not extensive, and the Executive Team desires to approve a special event.

Saturday events should not be scheduled past 9 p.m. (exceptions may be made for NHC ministry events). This ensures adequate time to prepare the building for Sunday worship services.

Activities and events should primarily be scheduled using space on the main floor of the Taylors Campus in buildings B, C and D. Upstairs space (D Building) is to be primarily used by Children's Ministry (priority). Exceptions may be made on a case-by-case basis based on event needs and facilities considerations.

Responsibility

- All facility requests should flow through the Executive Admin.
- The Executive Admin will ensure that there is one individual designated as the contact for each approved event. This individual will be responsible for coordinating reservation needs, room set-up requests, and building cleanup / lockup with the Facilities Team.
- Events utilizing the North Hills kitchen are required to follow the Kitchen Procedures guidelines and complete the Kitchen Cleanup Checklist.
- Most events and activities scheduled at North Hills will be free of charge. A \$50 fee will be charged to cover expenses if the event is for outside use and requires set-up and clean-up. A separate fee structure is in place for NHC weddings. Please see the Wedding Guidelines booklet for more information.

This Facilities Use Policy will continue to develop over time. It is the responsibility of the Facilities Team and the Executive Team to make sure that our place of worship does not become a sought-after rental facility but rather a place where we can worship our God and grow in connection with God's people!

NOTE: Significant changes to this policy may be made only by Executive Team approval.