

	<h2 style="margin: 0;">Standard Operating Procedure</h2>		
Document Title:	Facilities Usage Policy		
Document Number:	LPO-004	REV:	00
Effective Date:	03/01/2021		
Originator:	John Evans		

The facilities of Lifepoint Church are available to the members of Lifepoint Church for meetings or other events.

Any non-member use of the facilities of Lifepoint Church must be approved by Executive Leadership.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every individual, group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use the utmost care in the use of church facilities and agree to leave the facilities in good, clean condition and equipment and its respective settings, as found.
 - a. The 400 Grant location has a checklist that must be filled out before vacating the property.
4. All requests for usage of the church facilities are subject to approval by Lifepoint Church leadership.
5. Each individual, group or organization is required to complete and deliver to the church office a signed Facilities Usage Agreement Form, found in Planning Center Online.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.

General User Responsibility:

1. Those using Lifepoint Church facilities agree to release, protect, defend, indemnify and hold harmless Lifepoint Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses,

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damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their use of any Lifepoint Church facilities.

2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church elders or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization or permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs and/or other items from the church facilities without the approval of the elders or designee.
7. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts with the bylaws, mission or principles of Lifepoint Church.

NOTE: This policy is applicable to the use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the



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specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements or restrictions and other provisions of this policy or any Facilities Usage Agreement without express written approval from Executive Leadership.