



**Church Office • (847) 886-9550**  
205 W. Washington St. • Round Lake, IL 60073  
Evangelical Free Church of America  
Website: [www.LakeRegionBibleChurch.org](http://www.LakeRegionBibleChurch.org)  
Email: [lrbcefca@gmail.com](mailto:lrbcefca@gmail.com)



## **Use of Church Property: Guidelines**

We are grateful for the property entrusted to us by God. Our church property shall primarily be used to support the fellowship and ministry of Lake Region Bible Church, including those outside of our church who we are in partnership with in the gospel, and all for the glory of God.

With that in mind, we recognize that it is a blessing to individuals, families, and our community when we make our property available for personal or community use (e.g. weddings, birthday parties, community group meetings, etc.). This indirectly, if not directly, encourages our church members and their families, it serves as a gospel witness to the community as they see us providing space for their use, and this welcoming approach models the loving father-heart of God for all people, Christians and non-Christians (cf. Matthew 5:44-45).

It is therefore both our privilege and our church policy to allow our property to be used for activities not directly related to our fellowship and ministry. Priority shall be given to the needs and requests of our church members, and to urgent needs that might arise among other churches or in the community. The person(s) requesting use of our property must be 21 years or older, and a U.S. citizen or legal resident. A small deposit/fee, proof of liability insurance, and/or waiver form may be required depending on the nature of the request. All persons or parties asking to use our church property are assuming responsibility to provide adequate supervision of all persons using our property, will have all persons refrain from the use of alcohol and tobacco products while using church property, and are agreeing to indemnify Lake Region Bible Church regarding any injuries or damage caused by the persons using our church property.

General requests for one-time events, or for limited use in general, shall be approved by our Church Property Coordinator (CPC) – our Senior Pastor or another Executive Board member approved by the Board. Requests which include on-going use over an extended period of time shall require Board approval. Any requests rejected by the CPC shall be reported to the Executive Board, and may be appealed to the Executive Board by the person/party making the request. Requests shall not be approved for those who would engage in activities directly contradicting the doctrine and practices of our church, such as: immoral activities, social injustices, the promotion of a particular political party or candidate (over another party or candidate), or the teaching of religious beliefs contrary to the gospel.

Those wishing to use our church property should do the following:

- 1) Contact the CPC and explain your request, including the dates and times being requested.
- 2) Fill out and turn in an application form if required. The CPC or Executive Board will then make a decision based on the criteria above and respond accordingly.
- 3) If your request is approved, arrangements will be made for you to use our property, and if needed, you will be given additional information or instructions relevant to your request. Any proof of insurance or payment required should be turned in ahead of time. Checks should be made out to "Lake Region Bible Church" with "Use of Church Property" written in the memo section (please do not pay in cash). These payments are not tax-deductible gifts.
- 4) Enjoy the use of our property and be respectful of what is being entrusted to you.
- 5) If anyone comes by seeking contact with our church while you are using our property, please ask them to call the church office at (847) 886-9550.
- 6) Upon check-out, clean-up all the areas used, make sure all lights, fans, and so forth are shut off, and all windows and doors are shut and locked. For borrowed property, make sure all items are kept safe, and are clean and returned on time, and that the doors are locked when you leave. Please report any problems to the CPC. Thanks and may you enjoy the use of our property!

*(Keep this page for your records)*



## Use of Church Property: Application

Thank you for your interest in using our church property. Please fill out the information requested below, and turn in this application (and any other forms requested at the bottom of this page) to our Church Property Coordinator.



### Person(s) Requesting (& Responsible for) Use of Church Property

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

*If someone else will also be responsible for this same request, fill out the section below:*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Summary of Your Request

Briefly describe the purpose for which you are asking to use our church property:

Date(s): \_\_\_\_\_ Times: \_\_\_\_\_

Church Property you are requesting to use (mark an "X" by all that applies):

- |                                      |  |  |                                 |  |
|--------------------------------------|--|--|---------------------------------|--|
| <input type="checkbox"/> Upper level | <input type="checkbox"/> Kitchen       | <input type="checkbox"/> A/C or Heat                               | <input type="checkbox"/> Yard   | <input type="checkbox"/> Fire Pit      |
| <input type="checkbox"/> Lower level | <input type="checkbox"/> Nursery Rooms | <input type="checkbox"/> Music/Sound Equipment                     | <input type="checkbox"/> Grills | <input type="checkbox"/> Garden hoses  |
| <input type="checkbox"/> Restrooms   | <input type="checkbox"/> Elevator Lift | <input type="checkbox"/> The Bridge (207 W. Washington, 2nd Floor) | <input type="checkbox"/>        | <input type="checkbox"/> Picnic tables |

Other: \_\_\_\_\_

### Acknowledgement of Your Consent

I/We, the undersigned: 1) am/are 21 years of age or older and a U.S. citizen(s) or legal resident(s); 2) have honestly and forthrightly completed the application information above; 3) have read and do agree to abide by the "Use of Church Property: Guidelines" (first page); 4) will take responsibility for supervising all persons involved in our use of your church property and for the care of your church property; 5) will replace any losses of, or damage caused to, your church property; and 6) do hereby agree to indemnify Lake Region Bible Church from any claims or law suits brought against the church due to the behavior or actions of persons involved in our use of your church property.

\_\_\_\_\_  
Signature of first person listed above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of second person listed above (if applicable)

\_\_\_\_\_  
Date

.....  
*The lines below will be filled out by the CPC and a copy of this form will be given to you after a decision has been made.*

We are requesting additional items be turned in with this application:  No  Yes (see below)

- |  |   |
|--|---|
| <input type="checkbox"/> Refundable Security Deposit (amount: _____) | <input type="checkbox"/> Copy of a valid form of I.D. |
| <input type="checkbox"/> Non-refundable Fee (amount: _____)          | <input type="checkbox"/> Proof of Liability Insurance |
| <input type="checkbox"/> Other: _____                                | <input type="checkbox"/> Waiver form                  |

This request has been:  Approved  Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name (Executive Board Member)

\_\_\_\_\_  
Authorized Signature (Executive Board Member)