

## **FACILITY USE POLICY**

**MARS HILL BIBLE SCHOOL FACILITIES** have been provided through the benevolence and generosity of individuals and families who believe in the Mission of Mars Hill Bible School. That mission incorporates teaching, honoring, and upholding Christian principles using the Bible as our source, as summarized in the Mission Statement and Statement of Values. (Attached.)

Therefore, a facility use policy is necessary because Mars Hill Bible School cannot in good conscience materially cooperate in activities or beliefs that are contrary to or violate our Mission and Statement of Values. It is important that Mars Hill Bible School present a consistent message to our students, their families and the community as part of our mission to uphold Biblical principles. Allowing use of our facilities by groups or persons whose beliefs and practices contradict or are inconsistent with our mission and values could reasonably be perceived as agreeing with those beliefs or practices.

Therefore, persons or groups who hold, advance, or advocate beliefs, or advance, advocate or engage in practices that contradict the Mission and Statement of Values of Mars Hill Bible School will not be allowed to use its facilities.

**THE BOARD OF DIRECTORS OF MARS HILL BIBLE SCHOOL** has ultimate authority to approve all uses of the facilities and grounds of Mars Hill Bible School. Such approval may be delegated to certain employees upon review and approval of the completed Facility Reservation Request and signed Facility Use Agreement and Indemnification and Hold Harmless Agreement.

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the Mission and Statement of Values of Mars Hill Bible School.
2. The group or person seeking facility use must submit a completed "Facility Reservation Request" and signed "Facility Use and Indemnification and Hold Harmless Agreements".
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 the school's rules of conduct for facility use, as stated in the Facility Use Agreement and as described in any additional instructions by school staff.
4. The group or person seeking use of the facility agrees to use caution in their activities involving MHBS facilities and take responsibility for preventing harm to their guests, others working in or attending the event, and the facility itself.
5. The User agrees to return the facilities to a clean and orderly state after use of the facilities. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use.

## FACILITY RESERVATION REQUEST

1. Name of Individual or Organization requesting use of facilities:

\_\_\_\_\_

2. Contact Person: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website address: \_\_\_\_\_

3. If the requested use is by an organization that is not affiliated with Mars Hill Bible School, please briefly state the organizations purpose and mission.

4. Please list the names of the organizations officers/leaders.

\_\_\_\_\_

\_\_\_\_\_

8. Name of facility being requested:

\_\_\_\_\_

9. Date Requested: \_\_\_\_\_

10. Time Requested: \_\_\_\_\_

### ADMINISTRATIVE USE ONLY:

\_\_\_\_ Certificate of Insurance provided by organization (\$1M) and MHBS named as an additional insured; or

\_\_\_\_ Proof of Homeowner's Insurance provided by individuals

\_\_\_\_ Security Deposit/Cleaning Fee collected (may be refunded after post-use inspection of facility)

\_\_\_\_ Signed Facility Use and Indemnity and Hold Harmless Agreements

\_\_\_\_ MHBS designee assigned to event: \_\_\_\_\_

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:**

The undersigned further agrees that he/she/they will indemnify and hold harmless Mars Hill Bible School, its Administrators, Faculty, Staff and Board of Directors and other representatives from any claims, demands, obligations or causes of action which any other person, firm, corporation, or entity now has or may assert in the future against Mars Hill Bible School and which arise out of the use of facilities made the basis of this Facility Use Agreement.

DONE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

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**USER NAME (PRINTED)**

**SIGNATURE**

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**USER NAME (PRINTED)**

**SIGNATURE**

**APPROVAL BY:**

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**ADMINISTRATOR (PRINTED)**

**SIGNATURE**

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**ADMINISTRATOR (PRINTED)**

**SIGNATURE**

## **CONTACT PERSONS FOR EACH FACILITY**

AUDITORIUM...Mrs. L Grossheim @ [lgrossheim@mhbs.org](mailto:lgrossheim@mhbs.org)

BAND ROOM... Mr. Thompson @ [gthompson@mhbs.org](mailto:gthompson@mhbs.org)

BASEBALL FIELD... Coach J. Mitchell @ [jamitchell@mhbs.org](mailto:jamitchell@mhbs.org)

CAFETERIA...Mr. Andrus @ [bandrus@mhbs.org](mailto:bandrus@mhbs.org)

ELEMENTARY BUILDING... Mrs. Chandler @ [kchandler@mhbs.org](mailto:kchandler@mhbs.org)

FOOTBALL/SOCCER FIELD... Coach Higgins @ [dhiggins@mhbs.org](mailto:dhiggins@mhbs.org)

GYM... COACH J. SOUTH @ [jsouth@mhbs.org](mailto:jsouth@mhbs.org)

SOFTBALL FIELD... Coach Burgess @ [mburgss@mhbs.org](mailto:mburgss@mhbs.org)

[bgooch@mhbs.org](mailto:bgooch@mhbs.org)

To unsubscribe click here [bgooch@mhbs.org](mailto:bgooch@mhbs.org)