



PILLAR CHURCH
OF WASHINGTON DC

BUILDING USE POLICY

© 2022 Pillar Church of Washington DC
Mail: 1111 South Carolina Ave. SE, Washington, D.C. 20003
Phone: 202-964-0538
Email: info@pillardc.com
Web: www.pillardc.com

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General Guidelines

Pillar Church of Washington DC's (hereby known as "the Church" or "Pillar DC") facilities were provided through God's benevolence and by the sacrificial generosity of church members and partners. The Church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or teachings. The Church's faith and moral teachings are established and grounded in the Bible and are summarized in, among other places, the Church's bylaws and Statement of Belief.

Facilities may not be used for activities that contradict, or are deemed by the elders as inconsistent with, or contrary to the Church's faith or moral teachings founded upon the teachings in the Bible. The elders are the final decision-makers on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for two important reasons. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity, and would be a grave violation of the Church's faith and religious practice (See 2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important to the Church that it presents a consistent message to the community, which the Church's staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the Church's faith would have a severe negative impact on the message that the Church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the Church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the Church's faith use any

church facility. Nor may facilities be used in any way that contradicts the Church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the Church's sanctuary, because the Church sees all of its property as holy and set apart to worship God (See Colossians 3:17).

Who can use the property?

The elders or their designated representative must approve all uses of church facilities. Priority shall generally be given to members of the Church and organized groups that are part of the ministry, organization, or sponsored activities of the Church.

- Members of the Church:
 - Members are allowed to use the facility if the activity is offered to the entire membership of the church. The activity typically is a regularly scheduled event for all church members and has the oversight of at least one elder.
 - Members are allowed to use the facility that would include non-members with the discretion and approval of the elders.
 - Members are allowed to use the facility for wedding, baby, or adoption showers.
 - Weddings:
 - One person of the wedding party, either the groom or the bride, must be a covenant member in good standing of Pillar Church of Washington DC.
 - Funerals:
 - Presiding or officiating pastor must be one of the pastors of Pillar DC.
 - A funeral may be held at the facility if the Pillar DC presiding pastor waives their right to another funeral officiant.
- Non-members:
 - Financial Supported/Supporting Partner - An activity or organizational event or events hosted by organizations with which the Church has a history of support either financially or in accordance with the mission of the church.
 - Persons, Groups or unaffiliated Organizations, religious or non-religious (church, clubs, camps, etc.).

Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the Church's faith and practice, and moral teachings.
- The group or persons seeking facility use must submit a signed "Facility Reservation Request and Agreement" form.

- The group or persons seeking facility use must take responsibility for the facilities and equipment used and must agree to abide by the guidelines set forth below in this document or otherwise instructed in writing by the elders or their designated representative.

Guidelines

The following guidelines apply to all events held at the property.

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Marriage and Celebrations Policy: All wedding ceremonies must be between a scripturally qualified man and woman, and any second marriage ceremony must have scriptural grounds consistent with Matthew 19:9. The elders or their designated representative reserves the right to refuse approval of facilities for the use of non-scripturally qualified ceremonies (see Section 3).
4. Groups are restricted to only those areas of the facility that the group has reserved.
5. Food and beverages in classrooms and worship space is restricted to the basement fellowship area.
6. The user or Tenant is expected to leave the facility as found. Users must reasonably clean the facility and remove trash. Furniture and equipment will only be moved by Church staff unless coordinated with the Deacon of Hospitality prior to the event. The Church may include a clean-up fee if deemed necessary by the elders or a designated representative.
7. All lights must be turned off, alarm set, and doors locked upon departure.
8. A representative from Pillar DC will be on site and on-call during all events and will inspect and secure all facilities at the completion of the event unless otherwise coordinated. This representative should be contacted/notified of all problems, questions, or concerns prior to and during the event.
 - a. The contact telephone number is 706-218-9035.
9. Any person or group must sign the "Facility Reservation Request and Agreement" form prior to reservation of church facilities.
10. Every effort to honor all reservations will be made. However, the Church reserves the right to cancel, modify, or change room locations for any reservation, at its discretion, with or without advance notice.
11. Any use beyond a single use is subject to lease terms and conditions to be finalized by the Church elders and the Tenant candidate.
12. The non-Church user assumes liability for injuries to persons attending the event and for damages or loss of both the user's and Church equipment or property. A liability waiver form must be signed and submitted to the Church prior to use.
13. External storage and off street parking are not considered in this policy.

Scheduling and Fees

Except for Church staff scheduling their own ministry events, all facility reservations must go through a member of the Church Staff and Deacon of Hospitality. Facility Reservation Request and Agreement should be used or a written notice to the elders when making reservations to ensure all required information is provided.

Priority will be given to Pillar DC staff and church members and the regularly scheduled meetings of the Church. Pillar Church of Washington DC exists to glorify God by helping people to know Christ and make him known in DC and around the world. Regular scheduled church events steward the building to accomplish this mission which is the primary reason for our existence.

Some member uses and all non-member uses will pay appropriate fees as indicated in supplemental documents or other sections of this policy. If a deposit is required, it is due upon approval of the request or commencement of any lease agreement. Fees are due seven (7) days prior to the event. A staff elder must pre-approve all adjustments to applicable fees in writing. All checks should be made payable to Pillar Church of Washington DC and submitted to the Church via ACH deposit, mail, or hand delivered. The mailing address is the same as the property address. Online payments can be arranged ahead of time with Pillar DC staff for debit and credit card transactions.

Normal business hours are 9:00 am to 5:00 pm, Monday through Friday. The facility is not available for any other use during the regular worship services held Sunday from 7:00 am to 2:00 pm and the second Sundays of the month from 5:00PM to 8:30PM.

The event will be reserved and placed on the church calendar only when the elders or their designated representative approves the use.

Typical Facility Use Fees

Member use is only subject to fees when deemed necessary or appropriate by the Church elders and staff with consideration from the Deacon of Hospitality.

Non-Member Events:

Sanctuary:	\$500
Fellowship Area w/o kitchen:	\$200
Fellowship Area w/ kitchen:	\$400

Weddings

Pillar Church of Washington DC believes that marriage was created and instituted by God for the good of his creatures and creation in order to display his gracious love and to teach the world about how he would unite himself to his redeemed people through Jesus Christ; marriage is a single, exclusive, covenant union entered into by one man and one woman which God bears witness to; only within such union does God intend sexual intimacy to occur; any form of sexual immorality is sinful and offensive to God.

The Church Facilities are available for weddings, wedding rehearsals, and wedding receptions that do not conflict with regularly programmed activities. No more than one wedding per day will be scheduled in any one space.

Wedding Application and Arrangements:

Initial reservation requests shall be made by the bride or the groom, one of whom is a member in good standing of the Church. A wedding application form will be emailed to the bride or groom upon the request by a Church staff member. A confirmed reservation will be made only after the completed application and payment of a \$100 deposit is received, and upon approval of the application by the designated pastoral staff or Church staff member. The Church's Deacon of Hospitality will then be given a copy of the approved application and will contact the wedding party to schedule an initial appointment. The \$100 deposit will be returned by mail after the wedding and upon satisfactory completion of all facility clean up requirements.

Restrictions:

- All officiants must be approved by the elders of Pillar Church of Washington DC.
- The couple-to-be-wed may enlist someone to direct the wedding (Wedding Director/Coordinator). The name, address and telephone number of the director must be provided to the Church and to the Deacon of Hospitality. The Wedding Director is subject to Church approval.
- Priority for use of Church's facility for weddings and wedding receptions is provided to Pillar DC members. Non-members may use the facilities only on an "as available" basis and may not schedule a wedding more than twelve months in advance. Non-member weddings must agree to the marriage belief statement above for building use consideration.
- Those making reservations are responsible for leaving the premises as found. Any damage or breakage should be reported and arrangements made for replacement/repair. Decorators/caterers shall leave premises as found and are responsible for any damage.
- Smoking and alcoholic beverages are not permitted on Church property.
- Bird seed, flower petals, or bubbles are permitted outside the buildings. It is the

Bride's/Groom's responsibility to ensure that such material is cleaned up and removed from the premises.

- All wedding parties must utilize the Deacon of Hospitality to coordinate all facility and personnel support for the wedding, reception and/or rehearsal dinner. The Deacon of Hospitality will:
 - Represent the Church to accomplish all planning and coordination with the wedding party to ensure efficient and effective support.
 - Contact the wedding party and explain the capabilities and limitations of each requested facility or activity.
 - Sixty (60) days prior to the wedding, ensure facilities reserved are adequate for expected number of guests; ensure the Minister (if not on Pillar DC staff) and music requirements are appropriate and approved by elders.
 - Forty-five (45) days prior to the wedding, finalize the following support requirements:
 - Ensure the complete setup requirements for all reserved rooms have been finalized and communicated to the Church staff for planning purposes.
 - Ensure Florist is aware of all decoration limitations and clean up requirements.
 - Ensure the Deacon over audio and visual is aware of all sound, video and lighting requirements and has scheduled operators.
 - Ensure Caterer is familiar with all facility capabilities, limitations and clean up requirements.
 - Ensure all applicable fees have been paid to Pillar Church of Washington, DC.
 - Two Weeks Prior To Wedding:
 - Conduct a tour of facilities with the bride and others if necessary, to finalize dressing areas, lighting, setup and cleanup requirements; determine the names of all on-duty facility staff scheduled for work and ensure that they know times to be at work and all special information.
 - Obtain from the Deacon of Communication the names of all sound and video personnel and ensure they know rehearsal and wedding times and all other special instructions.
 - Weekend of wedding and within one week of wedding:
 - Ensure all events are running smoothly; note any follow up items necessary.

Music

A wedding is a worship service and the music must reflect a spirit of worship and be

pleasing and honoring to God. Appropriateness of songs, soloist, accompaniment requirements (piano, accompaniment tracks, special instruments) and even personnel must be considered well in advance of the wedding. The Church elder overseeing corporate worship gatherings is available for consultation for music selection.

Decorations

The Bride or Groom will provide the florist with a copy of this policy regarding decorations, who must exercise due care for the protection of the building/furnishings. Care must be taken in the arrangement of decorations such that the facility is not altered or damaged in any way. Any service provider employed by the bride and groom for wedding decorations must return the facility to original condition at their expense. All floral debris must be removed immediately following the wedding.

Photography:

Photography is permitted before and after the wedding service. Flash cameras may be used while the wedding party is making its entrance up the aisle; however, photographers should not move about while taking pictures during the service. Video cameras may be used but must operate from a fixed position in either the back or front of the sanctuary or balcony. No special video lights are permitted.

Fees charged for weddings are as follows:

Wedding with Rehearsal:	<u>Member</u>	<u>Non-Member</u>
Sanctuary (200 capacity)	\$250	\$1,000
Fellowship Area (250 capacity)	\$250	\$1,000
Rehearsal Dinner and Receptions:		
Fellowship Area (250 capacity)	\$400	\$1,500

Appendix A:

Pillar Church of Washington DC

Statement of Faith



PILLAR CHURCH

OF WASHINGTON DC

Statement of Faith

God: God is the creator and ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equals and one God.

The Father: God the Father reigns with providential care over His universe. He is all powerful, all knowing, all loving, and all wise.

The Son: Jesus Christ is the only Son of God. He is fully God and fully man. He was born of a virgin, lived a sinless human life, and offered himself as the perfect sacrifice for the sins of all by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death and ascended into heaven where he sits at the right hand of God.

The Holy Spirit: The Holy Spirit is present in the world to make people aware of their need for Jesus Christ. He lives in all Christians from the moment of salvation, providing them with power for living and with guidance in doing what is right.

Scripture: The Bible is God's word to us. Human authors wrote the Bible under the supernatural guidance of the Holy Spirit. Because of its divine inspiration, the Bible is the supreme source of truth for all people. We believe that every word of the Bible is inspired and that, in its original form, the Bible has no error. We also believe that the Bible plays an indispensable role for the followers of Christ. It builds up, transforms, encourages, corrects, and protects the Christian as he or she studies and applies it.

Man: Man is the special creation of God, made in His own image. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his choice man sinned against God and brought sin into the human race. Man's decision to sin caused a division between Creator and creation and left man in need of a Savior.

Salvation: Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

Evangelism and Church Planting: It is the duty and privilege of every follower of Christ, and of every church of the Lord Jesus Christ, to endeavor to make disciples of all nations. We believe that disciples are most effectively made in the context of the local church. Therefore, church planting and missions are of utmost importance. The Lord Jesus Christ has

commanded the preaching of the gospel to all nations. It is the duty of every Christian to seek constantly to win the lost to Christ.

Ordinances: There are two ordinances for the New Testament church. The first, baptism, is the immersion of a believer in water. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. Second, the Lord's Supper is a symbolic act of obedience whereby followers memorialize the death of the Redeemer and anticipate His second coming.

Gender Identity and Marriage. We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God; marriage was created and instituted by God for the good of his creatures and creation in order to display his gracious love and to teach the world about how he would unite himself to his redeemed people through Jesus Christ; marriage is a single, exclusive, covenant union entered into by one man and one woman which God bears witness to; only within such union does God intend sexual intimacy to occur; any form of sexual immorality is sinful and offensive to God.