TRI-VILLAGE CHRISTIAN CHURCH

FACILITY USE POLICY

7509 E. Broad Street SW | Pataskala, OH 43062
740-927-8731 | tri-village.org
(Revised October 2026)

Statement of Policy

Tri-Village Christian Church seeks to use its facilities to help people love, serve, and worship God. This policy supports that mission while protecting the safety, security, and well-being of everyone on church property and providing responsible stewardship of church resources.

Church facilities may be available to community and civic groups when their activities are consistent with a Christ-centered environment. The Elders reserve the right to cancel current or future reservations when an individual or group violates this expectation.

Eligibility

- Church facilities primarily support TVCC ministries, programs, outreach, and relationships with surrounding communities. Other gatherings may be approved when their activities are consistent with the church's mission and values.
- TVCC ministries and regularly scheduled church activities have first priority. Missions, community groups, and other approved users may reserve available space.
- Tax-exempt organizations must provide a copy of their IRS 501(c)(3) determination letter when applicable. Facilities may also be used for activities furthering TVCC's religious, educational, or charitable purposes.
- Fundraising and for-profit activities by members or outside groups are not permitted. Nonprofit community groups, teams, and leagues may reserve facilities for $25 per event, payable 30 days in advance. The East Field may be used without charge, but building access is not included.
- Organizations conducting partisan political campaigns may not use the facilities. Individual candidates may request rentals subject to all other requirements of this policy.
- Users must remain within their assigned spaces. Unauthorized use of other areas may result in denial of future requests.
- Use of Café/Lobby Area: The Café area is available for personal use, which includes bridal showers, baby showers, and family gatherings (including reunions, birthdays, anniversaries, and similar events) for members for a one-time fee of $150; for non-members, a one-time fee of $300. (If a full kitchen is needed, the gym must be rented instead of the Café area.) Refrigeration is not provided due to limited space for ministries of the church. The Children's Worship/Activity area, Prayer Room, and Chapel are not available for personal use, with the exception of funerals, as outlined elsewhere in this policy.
- Kids' Wing and Children's Ministry Areas: The Kids' Wing, including classrooms, nurseries, children's worship and activity spaces, and all associated rooms and areas, is reserved for TVCC ministries and approved church-sponsored activities. These spaces may not be rented by members, non-members, outside organizations, or community groups. Rental of other areas does not grant access to the Kids' Wing.
- Outside groups must provide a Certificate of Insurance covering liability, property damage, and accidents on church property.
- The Elders have final authority to interpret this policy and may grant exceptions in extraordinary circumstances. When an immediate decision is needed and the Elders are unavailable, the Facilities Coordinator and/or Senior Minister will make the final decision.

Reservations

- All users must submit a Property Reservation Agreement to the church office. Submit requests 30–60 days in advance; requests made less than 30 days before an event may not be considered. A reservation is confirmed only after the church office contacts the applicant.

- Pay all fees through the church office. Unless otherwise stated for funerals, 50% is due at booking and the remaining 50% is due 30 days before the event. Funeral fees are due in full at booking.
- Multiple events may be scheduled simultaneously at the discretion of the Office Administrator, Facilities Coordinator, Executive Pastor, and Senior Minister. All users are expected to cooperate when sharing the facility.
- To request a reservation, call 740.927.8731, email TylerKeene@tri-village.org, or visit tri-village.org and select Resources / Building Request.
- TVCC may deny requests based on the event's nature, scheduling conflicts, custodial availability, or changed circumstances.
- Contact the Facilities Coordinator one to two weeks before the event for closing and security instructions. Failure to follow these instructions may result in cancellation; any fees will be refunded within two weeks.

General Guidelines

- All attendees must conduct themselves respectfully. Anyone engaging in inappropriate conduct or appearing to be under the influence of alcohol or nonmedical drugs may be asked to leave.
- Children must remain under the supervision of a parent or responsible adult and may not roam church property unattended.
- Smoking, smokeless tobacco, alcoholic beverages, and illegal substances are prohibited anywhere on church property.
- Prohibited on church property are: roller blades, scooters, skates, skateboards, weapons, snowmobiles, ATVs, firearms, and pets/animals (except those being used in a church program and those considered "service pets").
- Arrange all after-hours facility use through the church office.
- Do not attach items to walls, windows, or furniture without church office approval.
- Leave all spaces reasonably clean and remove event materials immediately after use.
- Report facility or equipment damage immediately. For personal events, the agreement signer is responsible for repair costs; TVCC will arrange the repairs.
- Any person(s) or organization(s) making application for use of church facilities shall agree to indemnify the church for any damage to church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Property Reservation Agreement of Facilities. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Under no circumstances should any church-owned property be removed from the premises. The indemnification clause reads: While I understand TVCC will take reasonable steps to provide the requested services in agreement with this policy, I am aware that TVCC, the ministers, directors, trustees, members, elders, agents, and staff cannot assume responsibility for injury, damage, or harm that might result during the course of this reservation. In signing this form, I agree that all such responsibility will be mine. I agree to indemnify and hold TVCC harmless from any claims, either personal or financial, including (but not limited to) attorney's fees and cost incurred in defense thereof. Since this reservation is at my personal request, I understand that any damages to the facility and/or equipment owned and/or leased and operated by TVCC during this period of the reservation are mine personally and I agree to be responsible and invoiced by the church for all repair, replacement and/or labor costs.
- Users assume responsibility for injuries to event attendees and loss of their personal property, subject to the signed Property Reservation Agreement.
- Request any technical equipment on the Property Reservation Agreement. Church computers and projectors are generally unavailable for personal events. Only equipment specifically approved in advance may be used.
- Pay custodial fees through the church office, never directly to a custodian.
- Saturday events must end by 4:00 PM, with cleanup complete by 5:00 PM, unless the Facilities Coordinator and Senior Minister grant written permission.
- Outside groups must supply their own disposable materials. Church office supplies, machines, paper, and consumable kitchen supplies are not available.
- Church furniture and equipment, including tables and chairs, may leave the property only for approved church ministries and events. The ministry representative is responsible for their care, return, and any damage. Personal off-site use is prohibited.
- If the kitchen area is needed for other than the provision of water, an additional fee of $100 will be added. The person(s) renting the facility must arrange for instructions of the kitchen equipment through the church office. Failure

to comply within one week prior to the reservation will result in cancellation of the event and fees returned within two weeks.

- If weather makes the parking lot unusable, TVCC is not responsible for resulting cancellation losses. Users must notify and coordinate with their own vendors.
- Fees for Family Gatherings (reunions, birthdays, anniversaries and similar events), bridal showers, and baby showers will be charged based upon the Facility Fee (see last page). If any of these rooms needs set-up other than what is already provided, an additional fee of $150 will be imposed.
- Bands and orchestras must be Christian groups approved by the Senior Minister.
- Gambling or activities that could reasonably be considered gambling are prohibited.

Funerals and Weddings

A. Funerals

1. Funeral services that are permitted to be held in the TVCC facility will typically be those of faithful members of TVCC and/or immediate family members that have lived in the same household as a member. Wakes and visitations will be determined on an as-needed basis. While there is no charge for such a service at the church, the family requesting the use of the facility is asked to consider a gift towards the expenses of utilities and facility usage. (This fee is rarely included in the funeral home costs.)

2. The date/time requested for a funeral service will be honored if scheduling of the facility permits. No major services such as Sunday morning or other regularly scheduled programming will be rescheduled due to a funeral visitation/service.

3. If family members or others are to participate in the funeral service, only language that is appropriate for a worship area will be acceptable. The officiating Minister will inform all participants of this item and if thought that inappropriate language will be an issue with anyone who is speaking, the Minister may determine the person is then ineligible to participate.

4. If the officiating minister is not a member of the TVCC staff, permission must be granted by the Senior Minister of TVCC or his designee before the service can be scheduled in the facility.

5. If a body/casket is present, a licensed funeral director must also be present for the duration of the wake/visitation and funeral service.

6. The Chapel and/or Café may be used for funerals and/or visitations for members at no fee. For a non-member requesting use of the same, based on availability of the areas requested, and with final approval granted by the Senior Minister or his designee, there is a fee of $300 for a visitation, if held on a different day than the funeral, and a fee of $300 for the funeral service; if both are held the same day, the total fee is $500; plus fees for staffing as outlined on the fee chart. These fees do not include honorariums for any of the TVCC staff who may participate. Any funeral and/or visitations require that at least one employee of the funeral home be present on TVCC property to assist the family.

B. Weddings

Statement on Marriage, Gender, and Sexuality

God wonderfully creates each person as male or female and these two different and complementary genders reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. God has ordained biblical marriage and defined it as the faithful covenant relationship between a biological man, a biological woman, and Himself. Biblical marriage is the only legitimate context for a sexual relationship. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful, but God through His mercy offers forgiveness and redemption through Jesus Christ our Lord to all who confess, repent, are baptized, and renounce their sin. To those with whom we disagree we offer compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes are inconsistent with Scripture and the doctrines of Tri-Village Christian Church and are to be repudiated.

In order to preserve and pursue the mission of Tri-Village Christian Church as a local Body of Christ, and to provide a biblical role model to its youth and to the community in general, the ministers, staff, members, and all other persons

employed by Tri-Village Christian Church or who serve as volunteers shall abide by the above statement. Further, Tri-Village Christian Church shall recognize marriage only as between one biological man and one biological woman. The ministers and staff of Tri-Village Christian Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of the Tri-Village Christian Church shall host weddings or celebrate marriage anniversaries only when between one biological man and one biological woman.

(Revised July 2015)

1. The weddings that are conducted in our facility are marriages for our church family, those who are regularly a part of our fellowship, or a member of the brotherhood of Christian Churches/Churches of Christ. We are committed to Christian marriages and believe a marriage is to be only between a male and a female. No other types of weddings may be performed in our facility. We do not believe ourselves to be just a representative of the state, but to hold higher ideals for marriage and its purity. If your plan is to only use our facility for a wedding without any commitment to our values, then we would ask you to consider other alternatives. We believe the wedding ceremony to be a worship service honoring and celebrating marriage and that it should reflect Christian values in all aspects.
2. We believe that a couple planning for a Christian marriage should not be living together before marriage. While we realize that we cannot impose this specific value, we also believe we have the right to deny your request. If the choice is made to honor your request, certain guidelines may be imposed by the Senior Minister and/or Elders, and if agreed upon by those desiring marriage, a wedding ceremony may then be planned.
3. In the case of pre-marital pregnancy, the marriage may or may not be performed depending on the maturity of the persons involved and other considerations.
4. Divorced persons may be considered for marriage at Tri-Village Christian Church should they meet one of these Biblical criteria:

- The former spouse is deceased (Romans 7:2; 1 Corinthians 7:39).
- The divorce occurred prior to conversion (2 Corinthians 5:17).
- The divorce occurred because of sexual unfaithfulness by spouse (Matthew 19:3-9).
- The spouse was deserted by the other (1 Corinthians 5:17).
- The former spouse initiated the divorce and has remarried (Romans 7:3).

(If a divorced person responds negatively in all cases, acknowledging that other extenuating circumstances often relate to divorce, a meeting with the Senior Minister and/or Elders will be requested to consider the individual case. No marriages after a divorce will be performed until at least one year has passed from the time the divorce is finalized.)

5. If a Minister of the Tri-Village Christian Church has refused to marry a couple, no other ministers on staff will be permitted to perform the wedding, either on the property of the Tri-Village Christian Church or off the property. Ministers from other churches may participate in a wedding ceremony at TVCC as long as a TVCC minister also participates or the visiting minister is affiliated with a sister congregation (i.e, independent Christian Church or instrumental Church of Christ).
6. All couples using the facility for a wedding must go through pre-marital counseling. This may be done with one of the TVCC Ministers or with another minister or licensed counselor, as long as printed verification is provided and approved by the Senior Minister. Due to scheduling of several sessions (generally, four to six), timing is very important and the potential married couple should allow six to eight months minimum prior to the wedding. Please do not request use of the facility for a wedding if you are unwilling to comply with this requirement.
7. Any member of the wedding party who is thought to be under the influence of non-medical drugs or alcohol will not be permitted to participate in the wedding. If either the Bride or Groom is under the same influence, the wedding will not be performed.
8. All weddings and receptions must be concluded no later than 5:00 PM on Saturday evenings to allow the janitorial staff to prepare for Sunday services.
9. Decorations for weddings may be done prior to the rehearsal or the wedding ceremony. Decorating after the rehearsal is prohibited due to securing the facility.
10. Fees Associated with Weddings at Tri-Village Christian Church:

- Worship Center or Chapel Rental: Member - $300; Non-member - $500
- Gym or Café/Lobby, when used for a Reception: Member - $300; Non-member - $500
- Kitchen (other than water): $100
- Personnel Fees:

  Officiating Minister (including counseling) - $500; if a minister on the TVCC staff does not perform the wedding, this amount is still suggested as a honorarium.

  Sound/Lighting Technician: $150

  Musicians: $150 each

(A deposit of 50% of all fees is required when the facility is scheduled; the remaining 50% is due 30 days prior to the wedding. An additional fee of $150 is required for setting up tables and chairs other than what is considered normal usage.)

Kitchen Usage and Fees

- The primary use of the kitchen will be for church-wide functions. The kitchen is to be locked at times not being used.
- When the kitchen is being used for smaller (non church-wide events), those using it must comply with the guidelines below. Failure to follow the guidelines and to submit the necessary paperwork to the church office may result in being denied future use of the kitchen.
- If the kitchen is needed primarily for water and some basic washing/cleaning, there is no fee. For other events, the fee is an additional $100 for the use of the kitchen.
- A checklist of items will be provided to those renting the church kitchen. The items pertinent to the event are to be checked, both prior to and following the event, and the form returned to the church office within three days. Failure to do so may result in being denied future use of the kitchen. For safety and security purposes, attention to detail is paramount.
- Please comply with the following rules:

1) Contact church office/Facilities Coordinator at least one to two weeks in advance for instructions regarding use of equipment.

2) Clean, dry, and put away all church-owned dishes and utensils.

3) Wash all counters, appliances, and sinks.

4) Do not leave any leftovers in the refrigerators or freezers. They will be put in the trash.

5) Do not use any of the church's consumable items - food, drinks, or paper products. These are purchased and maintained for church-wide functions, not personal use.

6) Please sweep the floor and mop, if necessary.

7) Confirm that all appliances used are turned off and that all lights are turned off.

8) Trash is to be emptied and taken to the dumpster at the east end of the parking lot.

9) Individuals and groups are expected to leave the kitchen cleaner than they found it.

10) Minors (under the age of 15) are not permitted in the kitchen area. Adult supervision is required for all children and youth functions.

11) In preparing for your event, be sure that you consider all details. The church is not responsible for supplying any consumable items or personnel for your event. You may request specific staff members or church members to assist, but it is to be the responsibility of the overseer of the event.

Tri-Village Christian Church
Facility Use Fees

Area of / for Use	Member	Non-Member
Café	$150	$300
Bridal/Baby Showers; Family Gatherings; Birthday Parties (*$150 set-up is additional)	Fireside Room – $75 Gym – $100 Café – $150	Fireside Room – $100 Gym – $200 Café – $300
Main Kitchen by Gym (other than water)	$100	$100
Weddings* (Chapel or Sanctuary and Café)	$300	$500
Officiating Minister (pre-marital counseling included)	$500	$500
Funerals* (Wedding and funerals arranged with Senior Minister or designee)	No fees (Death of a member)	$300 per day if 2 days $500 if 1 day (Chapel or Sanctuary & Café)
Sound/Lighting Technician (weddings only; non-member funerals)	$150	$150
Musicians (weddings only)	$150	$150
Set-up of Gym or Café other than current (additional to rental)	$150	$150
Deposits	50% of total fee due when scheduled; remaining due 30 days in advance of wedding	50% of total fee due when scheduled; remaining due 30 days in advance of wedding
East Field for Sports	No fee No access to facility	No fee No access to facility
Community Groups/Sports Leagues (non-profit; for-profit not permitted)	$25 per event Series of events must be paid 30 days in advance	$25 per event Series of events must be paid 30 days in advance
TVCC-Related Non-Profits (missions, etc.)	$0	$0