**Tianjin International Christian Fellowship &**

**Tianjin Overseas Chinese Christian Fellowship**

**Facilities Policy & Guidelines**

4th Floor, 50 Youyi Rd, Hexi Qu, Tianjin Shi, China, 300061

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**Statement of Purpose**

The church’s facilities were provided through Almighty God’s sovereignty and benevolence, and by the sacrificial generosity of church members. The church, as the local expression of the Body of Christ and obedient to Him, desires that its facilities be used for the worship of Almighty God, namely exalting Jesus Christ of Nazareth and the other Persons of the Triune God, God the Father and God the Holy Spirit, fellowship of the Body of Christ, and always to God’s glory (Philippians 2:6-11; Psalms 106:47; Romans 15:5-6; Eph. 1: 19-22; 1 Corinthians 10:31; Colossians 3:17).

Our facility is cooperatively leased by the members of Tianjin International Christian Fellowship (TICF) and Tianjin Overseas Chinese Christian Fellowship (TOCCF). A restricted facility use policy is necessary for three 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 (Eph. 5:1-20; 2 Corinthians 6:14-18; 1 Thessalonians 5:22; Romans 12:9).

Second, it is very important to the church that it presents a consistent message to the community that 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 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 the use of our facilities or property, the church is in agreement with the beliefs or practices of the persons or groups using church facilities or property.

Third, we have been given permission by local authorities to meet as a religious community for persons residing in Tianjin with foreign country citizenship. Activities in the facility should be related for purposes of meeting as a community of followers of Jesus Christ.

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 of the church facility. (1 Cor. 10:31; Col. 3:17; Lev. 19:2; 1 Pet. 1:15-16; Matt. 21:13)

**Approved Users and Priority of Use**

The TICF and TOCCF elders or an official designee must approve all uses of church facilities. Priority shall generally be given to first, organized groups that are part of the ministry, organization, or sponsored activities of TICF and TOCCF; members of the fellowships, and finally, the broader Christian community. *Fees may be assessed in certain instances to cover full or partial expenses of an event.* In observance of Chinese government regulations, Tianjin International Christian Fellowship and Tianjin Overseas Chinese Christian Fellowship services and related activities are only open to foreign passport holders or foreign residence permit holders. Hong Kong, Macau, Taiwan nationals are also welcome to attend.Identification verifying nationality should be presented before entering the facility.No individuals, groups or organizations not associated with either TICF or TOCCF may use the facility unless the group is an outside Christian group that meets the following qualifications:

1. Groups requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church’s faith and practice.

2. The group seeking facility use must submit a signed Building Space Application Form.

3. The group seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church’s rules of conduct for facility use.

**Facility Use Hours**

Facilities are available between the hours of 7:00 am (0700) and 10:00 pm (2200). Use outside these hours may be approved by an elder or official designee.

**Scheduling Events**

Requests for facility use may be made to any TICF or TOCCF church elder by submitting the “Church Facility Reservation Request and Agreement” form either in person or online at [www.TICF.global](http://www.TICF.global) or [www.TOCCF.net](http://www.TOCCF.net). Facility usage must be coordinated with the church calendar. Upon receipt of a completed request form, a tentative “hold” will be placed.  Notification will follow after a formal review.

**Indemnity and Hold Harmless Agreement**

The user must also sign a Facility Use and an Indemnity and Hold Harmless Agreement.

**General Facility Policy**

Two thoughts should guide anyone using the facility:

* This building is a gift of God, and it represents the sacrificial giving of a lot of people.  Use it joyfully for His glory, but do provide the best effort to take care of it.
* When one is done using the building, remember that others will follow who also will want to use it to minister to people.  Leave it in great shape ready for the next person or group coming to do ministry!

1. Arrangements for access will be determined when a reservation has been approved.
2. Members and regular attendees are asked to do set-up, take down and clean up the area used.  A 175 CNY per hour fee will be assessed in the event excessive or unusual clean up is required (after the event) on the part of the Building Coordinator.
3. It is best if the use of rooms is how the rooms is normally set up. Rooms must be returned to the original layout (diagrams will be in each room.)
4. The following items are expressly prohibited and could result in damages being assessed and/or person(s) being removed from facilities.
   * + alcoholic beverages
     + smoking
     + illicit drugs
     + abusive or foul language
     + threatening or violent behavior
     + sexual behavior
     + weapons, firearms, explosives or toxic substances
     + taking church property or equipment from the premises (includes all tables and chairs)
     + moving of musical instruments without permission
     + kicking of balls in any rooms
     + taping any items on the walls
5. Connection Cafe: Use of equipment in the cafe area may require a review of operation by an authorized person. Every group is expected to leave the cafe and its equipment and utensils clean and in the place as they were found. The church’s kitchenware may be used for your event (i.e, metal silverware, serving platters, bowls); If will need to be properly cleaned and stored after an event or a minimum of 175 CNY per hour fee will be charged. Paper products in the kitchen may be used for church/ministry events, but will an individual or group hosting a non-church/ministry related event will need to provide their own plates, napkins, styrofoam cups, plastic silverware, etc.
6. Use of Furniture and Equipment:
   * + Any use of audio-visual equipment in one of the two auditoriums requires a member of the audio-visual team from TICF or TOCCF. The audio-visual equipment will only be operated by a member of the audio-visual team.  *Fees may be assessed in certain instances.*
     + TV Monitors in classrooms may be used without a member of the audio-visual team. It is best to bring your own HDMI cable. A DVD player is available upon request.
     + No furniture (tables, chairs, etc.) or equipment belonging to TICF and TOCCF may be loaned or removed from the building except for official TICF or TOCCF functions without prior notification and approval of the TICF and TOCCF elders.
7. “Two Adult Rule: For the prevention of child abuse, two unrelated adults shall be present with children if at all possible. One adult shall never be alone with one child.
8. Childcare is provided for corporate worship. Childcare rooms may be requested and approved for other events as part of the reservation process. The use of snacks with children must be supervised by an adult. Food is restricted in the children’s area.
9. The church will not be responsible for personal property left in the building
10. No candles should be used in any rooms unless there is prior approval
11. We request respect for other programs and meetings using the building at the same time.
12. Doors of rooms not requested or scheduled for use should be locked.