

**The Light of Christ Anglican Church**  
**4000 West Yale Avenue**  
**Denver, Colorado 80219**

**FACILITY USE POLICY**

1. The Senior Pastor shall have the final decision making authority on any group requesting use of the facility.
2. Facility use shall not be used by groups whose primary function is one of earning or raising money. Any group charging participants must give evidence that they will provide spiritual benefit to participants. Upon request, a group may be asked to provide a doctrinal statement of belief. Only those groups that conform to TLC's basic beliefs will be considered for permission to use the facility.
3. After worship and worship related activities such as TLC sponsored lay ministries, the order of building use is as follows:
  - a. Parish related activities.
  - b. Outside organizations served by TLC, i.e. AMIA.
  - c. Outside organizations that provide a community service.(AA, Girl Scouts, etc.)
  - d. Outside organizations in which parishioners are members.
  - e. All other groups, including those in which parishioners are members, will be considered on a highly selective individual basis.
4. All Groups wishing to use the building must sign a TLC Building Use Agreement. All agreements for building use expire 12 months after the date of the agreement or after the last scheduled event, whichever occurs first.
5. A building usage fee will be charged to all groups, including those in which parishioners are members, unless the group is specifically aligned with or is a part of a TLC sponsored charity or ministry. These fees will be determined by the latest TLC Building Use Fee Schedule.
6. Each group shall protect TLC by having them named as an additional insured on their insurance policy.
7. Groups using the building are expected to clean up after themselves and to confine their activity to the room(s) and restrooms designated for their use. Equipment needs are to be made known at the time of filling out the Building Use Agreement. Church property is not to be transported from rooms or removed from the facility.
8. **Smoking on the premises is not permitted and is immediate grounds for termination of building use and forfeiture of any or all usage fees. The consumption of alcohol is only allowed as specified by the Alcohol Use Policy.**