



Pathway Community Church

Facility Use & Scheduling Policy

Revised 2.9.26

Pathway Community Church is a faith-based organization with a mission to lead people into a full life found in Jesus Christ. The church's facilities have been provided through God's generosity and the sacrificial giving of the church body. These facilities are dedicated to the fellowship of the Body of Christ and to bringing glory to God.

Pathway makes its facilities available as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the gospel of Jesus Christ in practice. All church property is considered holy and set apart for the worship and service of God (Colossians 3:17).

Authority & Faith Alignment

Facility use will not be permitted for persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, as summarized in the church's constitution and bylaws. Nor may church facilities be used for activities that contradict or are deemed inconsistent with the church's faith or moral teachings.

The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy exists for two reasons:

1. The church may not, in good conscience, materially cooperate in activities or beliefs contrary to its faith (2 Corinthians 6:14; 1 Thessalonians 5:22).
2. The church must present a consistent gospel witness to its congregation and community. Allowing facility use by groups whose beliefs or practices contradict the church's faith could cause confusion or the perception of endorsement.

Therefore, in no event shall any of our church facilities be used by persons or groups who hold, advance, or advocate beliefs or practices that contradict the church's faith.

General Scheduling Requirements

- All facility use must be requested and approved in advance.
- A Pathway staff member—often a Facilities Team member—must be present during all scheduled events. If needed, Pathway will assign a staff member upon event approval.
- **No space is reserved until the request is approved and all required paperwork, fees, and deposits are received.**

Event Approval Considerations

All requests are evaluated using the following criteria:

- Availability on the Pathway master calendar
- Alignment with Pathway's ministry, values, and mission
- Potential conflict with existing ministries or events
- Availability of space, personnel, and technical resources

Should we encounter conflicts or concerns, Pathway reserves the right to propose event adjustments or, in some cases, decline requests when necessary.

Event Promotion

Pathway communication channels are not used to promote community groups or private events unless the event partners directly with a Pathway ministry and becomes a Pathway-sponsored event (e.g., PCC Men, PCC Women, Missions).

Event Request Eligibility

Because we desire to be good neighbors and in order to build community, we host community groups and private events when possible. Approval of these events is subject to considerations listed within this document. We want to serve you well! If we are unable to do that, we will decline the request or work with you to find a different time that will allow for a great event.

Ministry Events

Ministry events include those planned by Pathway staff, volunteer leaders, or aligned ministries. These events are prioritized and reviewed using the approval considerations above.

Community Groups

Community groups include HOAs, staff meetings for outside organizations, and similar gatherings.

- Non-profit, non-marketing community events may use Pathway facilities at no charge, as ministry schedules allow.
- Fees may apply if technical services or increased staffing support are requested.
- Facility use during premium weekend times may require additional cleaning fees.

Private Events

Private events include parties, showers, reunions, and similar gatherings. (Weddings follow a separate approval process available at pccfw.org/weddings.)

Due to Pathway's full ministry schedule, private events are limited and subject to the following:

Scheduling Restrictions

1. Private events are **not hosted on Saturdays**.
2. Sunday private events may begin no earlier than **2:00pm**, with setup beginning no earlier than **1:30pm**.
3. Private events may be approved no more than **three months in advance** to prioritize Pathway ministry needs.

Fees & Damage Deposits

Private events require the following fees, including a refundable damage deposit.

Damage Deposits

- \$100

Room Fees

- \$100 – Classroom
- \$300 – Venue / Gathering / Café Lobby
- \$500 – Worship Center

Additional considerations:

- A cleaning fee of \$25/hour will be included for weekends, Friday nights through Sunday evenings.
- Events longer than two hours may incur additional costs.
- Technical support fees are determined on an event-by-event basis.
- Pathway reserves the right to require a security officer for large events. If security is deemed necessary, required security fees will apply.

Cancelations

A full refund may be issued if an event is canceled within **48 hours of booking**. All fees are non-refundable if canceled within **30 days of the event**.

Sports Fields & Sand Volleyball Courts

Pathway has made outdoor space available for use by sports teams, clubs, community groups, and neighbors.

- Volleyball courts and sports fields (excluding the rugby field) are open for drop-in neighborhood play at no cost.
- Organized teams and clubs must have a reservation and pay the associated fees.
- Reserved groups have priority over drop-in use.

Reservation Fees

- Sports Fields: \$50 per day
- Sand Volleyball Courts: \$5 per hour, per court

In cases of inclement weather, Pathway reserves the right to close fields. The reserving party is responsible for monitoring conditions and communicating with participants.

Events Pathway Cannot Approve

Pathway Community Church cannot approve requests for:

1. For-profit events or fundraisers that promote an outside organization or personal business.
2. Personal business activities (e.g., lessons, product parties, fitness classes) unless fully sanctioned and requested by a Pathway ministry.

3. Wedding receptions or rehearsal dinners.
 4. Events promoting beliefs, lifestyles, or organizations contrary to Pathway's doctrine or positions on social issues.
 5. Events that do not align with Pathway's ministry calendar, values, and mission.
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Facility Use Guidelines

All approved users agree to the following:

1. No alcohol or illegal drugs are permitted on church property.
 2. Smoking or vaping is prohibited in all indoor facilities and on church premises.
 3. Abusive or foul language, violent behavior, and substance abuse are strictly prohibited.
 4. Groups may only use areas specifically reserved for their event.
 5. Food and beverages are not permitted on stages or near technical equipment.
 6. Church equipment must be returned to original placement unless otherwise approved.
 7. Decorations may not be attached to walls or doors without written approval from the facilities associate director.
 8. Groups are responsible for basic cleanup:
 - o Room returned to its original setup
 - o Tables wiped down
 - o Items picked up from floors and grounds
 - o Trash bagged and taken to dumpster
 9. All lights must be turned off and doors locked, if applicable, upon departure.
 10. A signed Facility Use Agreement is required prior to facility use. No request is approved until this and any applicable fees are received by PCC.
 11. All groups must remain within the bounds of the approved Facility Use Agreement.
 12. All fees and deposits must be paid before the event is officially scheduled.
 13. The PCC Facility Associate Director will contact the requesting party approximately two weeks prior to the event to finalize setup needs.
 14. In cases of inclement weather, Pathway reserves the right to close sports fields.
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Compliance

Failure to comply with this policy or the Facility Use Agreement may result in immediate termination of facility use, forfeiture of deposits, and denial of future requests.