

Thornapple Covenant Church General Facility Use Policy 2026

Overview

Thornapple Covenant Church's facilities were provided through God's goodness and the sacrificial generosity of hundreds of church members. We are called to be good stewards of all that we have. It is our desire to share the gift of our facility to the extent possible with our neighbors and community.

General Philosophy

Thornapple is a religious organization whose mission is to help people find and follow Jesus Christ and whose vision is to embrace our broken and beautiful reality as God's children. It is therefore important that the church present a consistent message to the community. Toward that end, facility use will only be permitted to persons/groups holding, advancing or advocating beliefs or practices that are not in conflict with the church's teachings. We hope this information will help you determine if Thornapple might be the right facility for your needs. Thornapple reserves the right to limit/deny the use of the facility at any time to any group or individual.

General Use

The following are examples of activities that qualify for general use:

- Celebrations (birthday parties, graduation parties, baby showers, family reunions)
- Civic service groups
- Commercial (for-profit enterprises)
- Fundraising (for not-for-profit organizations with a registered 501(c)3)
- Funeral/Memorial Services
- Educational & Cultural Groups (that align with the church's mission/teachings)
- Hobby clubs
- Sports
- Weddings & Receptions (see wedding policy for details)

The following types of activity are prohibited from all facility use:

- Political (advocating the election of specific public officials)
- Groups that promote violence, destruction or dehumanizing of any type, or are anti-Christian

Usage Guidelines

- Attendance must not exceed capacity for any space in the facility.
- Any facility use for activities involving minors (children/youth) must present a plan for adequate supervision and comply with the church's Child Protection Policy.
- Thornapple is a smoke-free, tobacco-free, alcohol-free, drug-free, firearm-free, gambling-free facility. The use of profanity is also discouraged.
- Thornapple reserves the right to schedule activities/events in other parts of the facility simultaneously.
- Animals are not allowed in the facility by rental parties. Exceptions may be made for registered service animals and documented emotional support animals.
- The kitchen was designed with the potential for commercial certification, but is not commercially certified. Clean-up expectations and procedures are provided upon rental.
- The following items are prohibited: glitter, Play-Doh in carpeted spaces, candles with real flames, red/orange/purple beverages, plant pieces with needles, any permanent alterations to the building (including nails, screws, etc.), adhesives that could leave a permanent mark

Insurance - Liability Coverage for Groups

Organizational users (i.e., sports teams or organizations) must obtain liability insurance coverage in the amount of at least \$1,000,000. Thornapple Covenant Church must be named as an "additional insured" on such a policy. The current certificate of insurance must be presented to secure facility use and updated as needed for continual rentals.

Pricing

[Click here](#) for current rates and spaces available for rental.

Setup, Cleaning and Custodial

Users are expected to have their room setup needs established in advance, including diagrams of table/chair setups. Cleaning is the responsibility of the user. Failure to adequately clean may result in forfeiture of all or part of the security deposit. A clean-up checklist will be provided.

Audio, Video and Lighting

AVL equipment in the sanctuary must be operated by a trained technician at an additional cost. The availability of these systems for use is subject to the availability of a trained technician approved by Thornapple. Technology in other locations is available and training prior to the event will be provided.

After Hours Use

The appropriate entrance doors will be set to open/lock at an agreed upon time.

Application Process

[Fill out this form](#) and we will respond within 48 business day hours.

Reservation Confirmation & Cancellation Information

- A reservation is confirmed once the application is approved and deposit received
- Deposits are refunded with 48 hours notice, except for reservations in May or June for weekend usage due to the high volume of requests during these months. Those cancellations must be made six (6) weeks in advance to get the deposit refunded