

ASBURY THEOLOGICAL SEMINARY

Campus Access and Facility Use Policy

I. Campus Access

Asbury Theological Seminary is a private educational institution. Although the Seminary's campuses, facilities, and other properties are open to the members of the Seminary community, its campuses, facilities, and other properties are not public property. The Seminary expressly reserves the right to restrict or prohibit access to, or the use of, its campus, facilities, and other properties.

II. Statement of Purpose

Asbury Theological Seminary's facilities were provided through God's benevolence and by the sacrificial generosity of the Seminary's constituents. The Seminary desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved other persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Seminary's faith or moral teachings, which are summarized in, among other places, the Seminary's Ethos Statement. Nor may facilities be used for activities that contradict, or are deemed by the Board of Directors as inconsistent with, or contrary to the Seminary's faith or moral teachings. The Board of Directors, or its official designee, is the final decision-maker on whether a person or group is allowed to use the Seminary facilities.

This restricted facility use policy is necessary for two important reasons. First, the Seminary 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 Seminary's beliefs would be material cooperation with that activity, and would be a grave violation of the Seminary's faith and religious practice. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is very important to the Seminary that it presents a consistent message to the community, which the Seminary staff and students, and their families, 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 Seminary's faith would have a severe negative impact on the message that the Seminary strives to promote. It could also cause confusion and scandal to the Seminary families and the community because they may reasonably perceive that by allowing use of our facilities, the Seminary is in agreement with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the Seminary's faith use any Seminary facility. Nor may facilities be used in any way that contradicts the Seminary's faith. This policy applies to all the Seminary facilities, regardless of whether the facilities are used as a sanctuary, because the Seminary sees all of its property as holy and set apart to worship God. See Colossians 3:17.

III. Community Use of Facilities

Permission to use facilities may be granted to the following organizations, groups, and individuals in the following priority order (and subject to the Seminary's standard rental rates and policies):

- Regularly scheduled classes and meetings of official groups and organizations that are either a part of or sponsored by the Seminary.
- Other Christian higher education institutions, church groups, and ecumenical organizations.
- Weddings, wedding receptions, funerals, and special family occasions.
- Community service organizations that are non-profit and non-political in nature.
- Support or self-help groups that are non-profit and non-political in nature.
- Profit-making organizations and individuals whose purpose for the building usage requested is non-profit and non-political in nature (e.g. charity event, etc.).

Provided, however, that outside groups also meet the following qualifications:

- Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the Seminary's faith and practice, as described in Section II. Statement of Purpose as well as the Seminary's Ethos Statement, Statement of Faith, and Mission Statement.
- The group or person seeking facility use must submit a signed "Reservation Policy Agreement" form.
- The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the Seminary's rules of conduct for facility use, as stated below and as described in any additional instructions by the Seminary staff.

IV. Scheduling Facilities Use

All requests to schedule use of Seminary facilities must be submitted in appropriate written form to the proper office (KY Campus internal constituents to the main switchboard; KY Campus external parties to the Office of Guest Services; and FL Dunnam Campus constituents to the Director of Operations). The event will be reserved and placed on the Seminary calendar only when the appropriate office approves the use.

V. Use Restrictions

A. Building of Structures; Use of Seminary Fixtures

No permanent or temporary structure may be built anywhere on Seminary premises without the prior written consent and supervision of the Director of Guest & Auxiliary Services (KY Campus) or the Director of Operations (FL Dunnam Campus) and the Director of Physical Plant (KY Campus) or Building & Grounds Foreman (FL Dunnam Campus). This includes, without limitation, such structures as platforms or devices that attach to the floor, wall or ceiling, or anything that may damage coverings, etc.

Equipment, furniture, and supplies belonging to the Seminary are intended for use on and in the Seminary facilities. If a Seminary function is being held off-site, needed equipment, furniture or supplies may be borrowed for off-site use at the discretion of the Director of Physical Plant (KY Campus) or the Director of Operations (FL Dunnam Campus). Seminary equipment, furniture, and supplies are not available for loan or use at off-site locations for non-Seminary functions.

B. Area Limitation

Groups and organizations are to confine their activities to the room, area, or land that has been assigned to them. Hallways are only to be used for access and are not meeting or program areas. Adequate supervision by the group or organization to insure participants do not interfere with other activities and groups using Seminary facilities simultaneously is required.

C. Alterations; Publicity

The use of decorations, the changing or moving of furniture (other than folding tables and chairs), the attachment of materials to the walls, etc., shall be done only with prior written approval of the Director of Guest & Auxiliary Services (KY Campus) or the Director of Operations (FL Dunnam Campus).

Publicity material and public service announcements in which the Seminary's name is used must have prior approval of the Director of Guest & Auxiliary Services (KY Campus) or the Director of Operations (FL Dunnam Campus) and the Director of Communications

D. Compliance Requirement; Restricted Activities

Use of Seminary facilities shall conform to any applicable fire and safety ordinances.

The following are NOT permitted on Seminary property or in Seminary buildings:

1. Possession or use of alcoholic beverages;
2. Possession or use of illegal drugs;
3. Possession or use of tobacco in any form;
4. Possession or use of weapons of any form; and,
5. Printed materials of an inappropriate or sexually explicit nature.

In addition, the following restrictions also apply:

1. Seminary equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
2. All lights must be turned off upon departure.
3. Abusive or foul language or violent behavior are strictly prohibited while using the Seminary facilities. Any person exhibiting such behavior will be required to leave the premise.

VI. Additional Limitations for Community Users

A. Seminary Use Priority

Seminary events and programs have priority over any and all outside groups and organizations requesting use of Seminary facilities. While every effort will be made to honor approved space requests, earlier reservation by an outside organization does not assure space availability if a programming need for the Seminary arises. When cancellation of a scheduled space is necessary, at least two weeks' notice (at least 30 days' notice for a wedding or conference) shall be given and efforts to provide alternate space will be made. If no acceptable alternate space can be provided, all fees will be refunded.

B. Insurance Requirement

Groups and organizations that are not a part of nor directly sponsored by the Seminary are required to provide a Certificate of Insurance naming Asbury Theological Seminary as an additional insured before requested facilities use can be approved and scheduled. The group or organization must have a minimum of \$1 million general liability coverage and have coverage in areas appropriate to the requested use, in order for the Certificate of Insurance to independently meet the requirements of this policy. If the coverage is less than this amount or does not include relevant coverage(s), the group must also provide a signed liability waiver that holds Asbury Theological Seminary harmless for any and all occurrences during the use of the facilities. If a group does not

have insurance, a liability waiver form which holds Asbury Theological Seminary harmless for any and all occurrences during the use of the facilities, and which is signed by a duly authorized representative or all members of the group as may be deemed appropriate, may be accepted in lieu of the Certificate of Insurance at the discretion of the Director of Guest & Auxiliary Services (Kentucky Campus) or the Director of Operations (Florida Dunnam Campus) in consultation with the Director of Physical Plant and the Vice President of Finance & Administration.

Approved by the Board of Trustees of Asbury Theological Seminary on November 10, 2015.