

Facilities Use Policy

Version 1.0

Ratified by the State Trustees of Victoria on 19 February 2023.

Definitions

CICV refers to the Christian Israelite Church of Victoria.

Officers refers to judges and judgesses of church bodies within Victoria, and the male and female state trustees of Victoria. It also applies to interstate judges, judgesses, and trustees who may temporarily perform a role within the CICV.

Other leaders refers to those who lead a church program, service, or activity, such as preachers, door keepers, Sunday School teachers, and choir directors.

Members refers to any person who is a registered member of the CICV.

CICV Facilities refers to any building, room, or outdoor space owned or rented by the CICV.

Purpose

The purpose of this policy is to outline how and when facilities of the CICV are to be used.

Scope

This policy applies to all people associated with the CICV, including officers, other leaders, members, and visitors.

Policy Statement

Access to CICV Facilities

The CICV supports the use of its spaces for purposes that furthers its ministries, positively promotes the church, aligns with its values, and supports its members and families where doing so does not pose a conflict of interest (as per the *CICV Conflicts of Interest Policy*).

CICV facilities are not available for public hire or for non-CICV functions and events. They are also not to be used for trade or for-profit activities.

Regular members of a church body can request to use the CICV facilities of that body by speaking to their judge and judgess. Non-members may accompany them when using the facility, however, a regular member of that body must always be present, unless special permission has been obtained from an officer.

Members wishing to use the facilities of another CICV (or interstate) church body are to speak to their judge and judgess, who, if they support the request, can forward it to the judge and judgess of that body (in consultation with the state trustee(s) as needed).

Interstate requests to utilise CICV facilities are to be directed to the local judge and judgess of that facility. Interstate members are to adhere to this policy when accessing CICV facilities.

Use of CICV Facilities

All CICV facilities should be treated with due respect. The following applies to all CICV facilities:

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- Members and guests are not to access CICV facilities without permission from the relevant CICV officer, and not for purposes or with additional people in attendance other than what is agreed to with that officer;
- Smoking and illicit drugs are not permitted;
- Loud or offensive music is not permitted;
- Alcoholic beverages and meat are not permitted;
- Sabbath times are to be respected, including Fridays from 6-9pm and Sundays from sunrise to 12pm;
- Facilities are to be left clean and tidy, with rubbish placed in bins;
- All breakages must be reported and paid for or replaced. Property damage that is to a criminal level will be reported to police;
- Kitchen wipes, cloths, or sponges are only to be used in the kitchen sink. If wiping up spills on the floor, old rags or paper towels are to be used;
- All tea-towels are to be hand washed (i.e., not placed in a general washing machine);
- Bed-stripping and washing of all linen is the responsibility of those using the facility. Washing machines and dryers are not to be used on Friday nights after 5pm or on Sundays (all day). When accessing CICV accommodation and leaving on a Sunday or Friday night, other arrangements are to be made to have any linen washed;
- The CICV takes no responsibility for valuables;
- Multiple bookings may occur concurrently and members should be prepared to share;
- When accessing CICV accommodation, all sleeping arrangements must be in accordance with church teachings. That is, de facto couples, unmarried couples, or single people of opposite sex are not to sleep in the same room or to be on CICV premises unchaperoned.

Members using a CICV facility are responsible for ensuring that non-members who accompany them adhere to the above requirements.

Fees

Members wishing to access a CICV facility, including accommodation, are to contact the judge and judgess of that facility to discuss relevant fees (where applicable) and payment options. All fees collected for facilities use is to support the maintenance of those facilities.

Keys

Only CICV officers are permitted to have keys to church facilities, except where otherwise agreed to and signed for. Where a person has made a booking for a CICV facility and is needing to access that facility outside of normal CICV services, they are to arrange this with the local judge or judgess.

Non-Compliance

Issues of non-compliance to this policy are to be reported to the judge and judgess, or to the state trustee where the matter relates to habitual non-compliance or to a judge or judgess. Financial costs associated with non-compliance are the responsibility of the person who has not complied.

For minor issues (such as washing being completed incorrectly), the person(s) will be asked to review this policy with an officer to ensure they understand the requirements. Where a person demonstrates that they are unwilling or unable to use CICV facilities within the expectations of this policy, they will not be permitted to do so outside of usual CICV services.

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For major issues (such as deceiving an officer about the use of a facility or use involving a criminal offence), officers will review the matter and the person(s) will almost certainly no longer have access to CICV facilities outside of usual CICV services.