



GRACE CHURCH

Facilities Use Policies & Procedures

God's people who meet together as Grace Church have set aside their facilities and equipment for the purpose of extending the kingdom of God into the lives of people, both those who come to the building and those in the surrounding communities. The following guidelines outline how we seek to wisely use those facilities to the honor of God and the expansion of his global purposes.

I. Facilities Use Philosophy

- A. Our purpose as a church is stated as follows: "Grace Church exists to grow Christ-followers who are *Alive in Christ, Connected to Each Other, and Engaged with the World.*"
- B. The facilities and equipment of Grace Church are available primarily for the ministries of the church as we seek to fulfill our purpose.
- C. We desire to make the facilities and equipment of Grace Church available to the members of Grace Church, to other Christian ministries, and to community services that are compatible with the purpose of the church. In keeping with our mission to minister to our community, the following guidelines for the use of these facilities are established as an extension of our stewardship of the resources God has placed in our care, and for uses that are consistent with the mission and ministry of Grace Church.

II. Types of Facilities' Use

- A. Church Functions: Priority is given to the use of the facilities by the church, or by the specific core ministries of the church, with the following general priorities.
 - 1. Church worship services, special events, and all-church meetings.
 - 2. Official pastoral events conducted by the pastors or elders of Grace Church, especially weddings and funerals.
 - 3. Meetings of other core ministry groups within the church (for example, Community Groups, Children's Ministries, Student Ministries, Church Seminars, etc.)
 - 4. Grace Church-sanctioned community outreach ministries such as Buddy Break or Homework Help.
- B. Non-Church Functions: This includes all events not identified as officially church-sanctioned ministries, whether or not they are open to the church body as a whole.

Non-church functions include private events scheduled by members of the church. These include but are not limited to the following examples:

1. Weddings conducted by a pastor other than those on the staff of Grace Church. (See Wedding Guidelines.)
2. Community service and educational organizations, such as Boy Scout or Girl Scout events, or use of the building as a voting precinct.
3. Private events, such as wedding showers or baby showers, scheduled by members of the church.
4. Other events of non-profit organizations will be considered upon receipt of an application.

C. Excluded Usages

1. The church facilities and equipment are not available for the use of “for-profit” enterprises. Non-church groups may not conduct fundraising or profit-making activities on the Church premises.
2. The church facilities and equipment are not available for the use of any event that is not in keeping with our stated purpose. Groups advocating values or actions contrary to Christian character and our statement of faith are not permitted the use of church facilities.
3. The church facilities and equipment are not available for the use of any event that is not in keeping with our stated purpose. Groups advocating values or actions contrary to Christian character and the example of Christ are not permitted the use of the church facilities.

III. Scheduling

- A. The official church calendar is managed by the Administrative Staff and is available to all of the church staff and elders. This calendar is the official record of church availability and reservations for both church and non-church events.
- B. Scheduling Non-Church Functions
 1. Availability will be subject to church programs scheduled on the church calendar and will be accommodated on a first-come, first-served basis. Reservations will never be accepted for non-church events on a Sunday or for events that interfere with any all-church function.
 2. A *Facilities Use Application* form (see Attachment) should be completed and submitted to the Administrative Staff as early as possible prior to the event date.
 - a) Due to the priority given to church ministry use, a non-church function should not be scheduled more than ninety days in advance. (There is an exception for weddings.)

- b) When a facilities request is received, the Administrative Staff will check the church calendar to determine if the date is available. If it is not available, the person requesting the use of the facilities the user will be informed immediately. If the date is available, the Administrative Staff will check building availability and notify the user if the request has been approved. Notices of approval will usually be given within fourteen business days of the request.
- c) If approved, the renter will be informed that the event has been placed on the church calendar.

IV. Facilities Use Guidelines

- A. Individuals, groups or organizations using the facilities for non-church functions will be responsible for any and all damages to the church property caused during the event.
- B. Housekeeping
 - 1. The area designated for use should be left in orderly condition. Only the areas assigned to the user should be utilized.
 - 2. If food is to be served in the designated area, all trash needs to be removed and the room returned to the same condition as found. Trash can be placed in the dumpster at the south end of the parking lot.
 - 3. If there are any issues with the room(s) before or after the event, this should be reported to the building representative or the Administrative Staff.
- C. Safety
 - 1. It is required that children be supervised and in the company of an adult at all times and not allowed to wander throughout the building.
 - 2. Smoking is not permitted in the building.
 - 3. Alcoholic beverages are not to be served or consumed on church property.
 - 4. No firearms are permitted to be carried into the facility for any event.
- D. Security
 - 1. For non-church functions, a paid representative of the church must open and close the building, and be present during the event.
 - 2. When leaving the facility, please check all rooms used for the event: turn off all lights, close and latch windows, wash dishes and return to cupboards, turn off coffeemakers and clean used pots, and close and lock all doors.
 - 3. The church will not be liable for personal belongings that may be left or damaged as a part of the event.

V. Costs and Fees

- A. **Church Functions:** Through their offerings, the congregation of Grace Church provides the facilities and the equipment to support the church's ministries and other functions. Therefore, there are no fees for facility use for the purposes of the church's ministry. However, ministry teams and Community Groups are required to leave the facility in the condition it was found.
- B. **Non-Church Functions.** Grace Church is pleased to make the facility available to our church's community. Fees for non-church events of members and non-members are based on recovering, incremental, and event-related costs for custodial support, special equipment, coordination, and normal wear and tear.

C. Building Use for Non-Church Functions

1. Room Costs	<u>Members</u>	<u>Others</u>
Security Deposit (50% of Estimated Fees)		
Auditorium (seats 190)	\$100	\$200
Fellowship Hall (seats 100)	\$50	\$100
Kitchen	\$25	\$50

*Please note that the Impact Room is not available for non-church functions.

2. Facility Use Fees (if necessary)	<u>Members</u>	<u>Others</u>
Building Representative	\$15/hour	\$20/hour
Audio/Visual Support	No Fee	\$35/hour
Room Cleaning (if necessary)	\$50	\$100

- D. When the event is scheduled, the Administrative Staff will send the user a preliminary invoice showing the estimated costs for the event. In order to hold the event date, 50% of the estimated costs must be paid to Grace Church at this time. This payment will serve as a security deposit. If all aspects of the contract have been met, the security deposit will be applied to the costs of the final bill. If any event-related damage is observed by the Building Representative (beyond regular wear and tear), the user will be held responsible for the costs of the repairs. These costs will be added to the final bill.
- E. Approximately seven days after the event, the user will be sent a final bill via email reflecting the actual costs. The balance of this bill is due upon receipt.

VI. Other Guidelines

- A. The scheduling of an event on the church calendar with the communication of the costs and fees associated with the event constitutes a contract between the person or organization scheduling the event and Grace Church. This should be signed at least 14 days prior to the event. The form can be accessed at gracechurchinfo.net/facilities-use-agreement.
- B. The church office will attempt to honor all reservations and to resolve any scheduling conflicts by suggesting alternative times or facilities.
- C. In the event of questions regarding the appropriateness of any non-church function or its compatibility with the stated purpose of Grace Church, the final decision rests with the Lead Pastor.
- D. With prior approval from the Administrative Staff, a non-church event may post a temporary sign (not to exceed 3 ft x 3 ft) at the entrance to the parking lot one hour prior to the event. The sign must be removed at the conclusion of the event.
- E. Signs may be posted inside the building indicating directions to an event provided they are removed at the conclusion of the event. Nothing may be affixed to the walls of the church building. Please consult the Administrative Staff for suggestions on how to post signs inside the building.

Approved by Staff, Waiting for Final Approval from Elders: May 11, 2023