

## Grace Fellowship Facilities Policies and Guidelines

Grace Fellowship understands that this building is simply a facility for the body of Christ known as Grace Fellowship to gather in. We also understand that God has provided this facility for this particular church. With this understanding the following policies and guidelines have been established. Please read through all of these carefully.

### Basic Guidelines

1. Facilities usage may only be coordinated by an adult.
2. Adult supervision (over 18 years of age and out of high school) is required for all groups meeting in facilities. Groups of Junior High or High School students must have one adult for every eight young people. Groups of children must have a one to five ratio.
3. Use of facilities must be scheduled through church office by completing official use forms at least five days prior to use.
4. Person who completes paper work is solely in charge of and responsible for everything that takes place on properties. This includes clean up as well as any damage renumeration.
5. Groups are responsible for all drinks and refreshments.
6. Smoking is prohibited in building. Alcohol is prohibited in building or anywhere on property.
7. Cancellations are requested in advance as soon as possible. Cancellations made less than two weeks from date of intended use will forfeit deposit.
8. No groups promoting hate, violence, or any agenda in opposition to the message of Grace Fellowship will be granted use of the facilities.<sup>1</sup>
9. Groups needing use of sound system will be required to use approved Grace Fellowship sound technician. Sound Technicians will be subject to availability.
10. Unless otherwise approved, the building and properties must be left in the same or better condition than prior to use. Groups using the building on Fridays or Saturdays will be responsible for an additional fee to assure building is ready for Sunday morning.
11. Usage of rooms shall be based on a three hour time period. Fees for additional time shall be calculated in three hour intervals. Fees shall not be adjusted for less time.
12. Behavior in and around building must be with respect and consideration of the primary purpose of building and properties (ie. a church).
13. Use of resources (ie. Television, marker boards, etc.) available upon prior agreement.
14. Grace Fellowship, its officers and members are not responsible for injuries occurring on or in property during the rental of said facilities and properties.
15. Care should be taken for security of participants and possessions. Grace Fellowship, its officers and members are not responsible for any loss of materials items.

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<sup>1</sup>As determined by the staff and/or pastors council.

16. A \$25.00 deposit is required to secure building.<sup>2</sup> All other fees are required five days prior to usage.
17. Any alteration of furniture or decorations requires approval of staff and/or pastors council.
18. Key and alarm code may be secured from church office no more than two days prior to event and must be returned no more than two days following event.
19. All doors must be locked and alarm set at exit of building. Group is responsible for building during event so doors need to be locked as much as possible during event for security purposes.

## **Usage Categories**

The use of Grace Fellowship facilities is divided into four categories.

### *Category One*

This category includes any use of the building or property for a ministry of Grace Fellowship.<sup>3</sup>

### *Category Two*

This category includes any use of the building or property for a ministry which is not directly connected to Grace Fellowship.

### *Category Three*

This category includes any use of the building or property by a Grace Fellowship member who is using it for a family purpose.<sup>4</sup>

### *Category Four*

This category is for the use of the building or property that is not Grace Fellowship related and is not deemed ministry related.

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<sup>2</sup>Deposit only applies to non-members in all categories and to members in category four.

<sup>3</sup>**Church Member** will be defined from this point forward as any individual who is on the official registry of membership of Grace Fellowship by **full membership**.

<sup>4</sup>This may not be for commercial, civic, or anything other purpose that is not approved as family purpose by the church staff and/or pastors council.

## Fees

<b>Grace Fellowship Members</b>	<b>Non-Members</b>																								
<p><b>Category One</b> No fees will be attached . Groups will need to coordinate sound system with approved sound technician. Clean up will be responsibility of group.</p>	<p><b>Category One</b> Regular Attenders using the building for a Grace Fellowship ministry will have no fees required. This category is not applicable to any others.</p>																								
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<sup>5</sup>A custodial fee will not be attached to church members using the building for ministry related meetings. Responsible individual will be responsible for making sure that the building is clean and ready for Sunday morning. Groups may choose to pay for custodian though to make sure all of the building is ready. Weekday and weeknight custodial fee is \$25 for auditorium and rest rooms plus an additional \$25 if other rooms were used. Friday and weekend fees are double those previously mentioned. If groups choose to not use custodian and custodial services are required fees will be billed at a rate double those mentioned in this note.

<sup>6</sup>Custodial fees will doubled for groups meeting on Friday or weekends.

<sup>7</sup>See footnote number 5.

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**Grace Fellowship Building and Properties Use Request  
(Non-Wedding)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Member: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Needed: \_\_\_\_\_

Reason for Use of Building: \_\_\_\_\_

Usage Category: \_\_\_\_\_ One \_\_\_\_\_ Two \_\_\_\_\_ Three \_\_\_\_\_ Four

Time Required: \_\_\_\_\_

Rooms Required: \_\_\_\_\_ Auditorium  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Other Rooms (Please specify) \_\_\_\_\_  
\_\_\_\_\_ Grounds

Will you need sound system? \_\_\_\_\_ Other Resources (Specify): \_\_\_\_\_

If custodial is optional do you wish to use these services? \_\_\_\_\_

*I have read the Grace Fellowship Building policy and agree to do my best to meet the conditions of the policy. I will meet all required fees and will be responsible for any damage to the property or building as a result use of building. I, furthermore, do not hold Grace Fellowship, its members or officers responsible for any material loss or physical injuries incurred on the property or in the building during the time I am responsible for its use.*

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

For Office Use Only-----

Approval of Event/Date: \_\_\_\_\_ Calendared: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Remaining Fees Paid: \_\_\_\_\_