***GRACE COMMUNITY CHURCH***

***Facility Use Request for Church Facilities/Property***

We are most thankful for this beautiful piece of property and for the sanctuary and other facilities that have been constructed on it. Because we have been so blessed, we would like to share with you, our friends and neighbors in the community. Thank you for your expressed interest in use of Grace Community Church facilities and property.

**Policy:**

The sanctuary, classrooms, facilities and grounds of Grace Community Church are a valuable asset to be used for furthering God’s plan and purpose as defined in our statement of Mission. Usage of these facilities is routinely scheduled to meet the needs of our ministry, worship and service and to be available for the use of various other organized ministries, not-for-profit organizations and individuals of the community at-large.

The facilities and property of Grace Community Church are dedicated to the worship, teaching of the Bible, education, outreach and Christian service of the Church and its members. We open our facilities and grounds to other believers and for programs that may supplement the ministry of the Church. We also make our facilities available for community activities that are consistent with the tax exempt purposes of the Church. We do so to provide service to the community, to encourage people to view Grace Community Church as a refuge where people care and to build bridges to people who need to hear the Gospel of Jesus Christ.

**Guidelines:**

To assist you in your decision regarding use of the facilities and properties of Grace Community Church, we ask that you consider and adhere to the following guidelines:

* Biblical principles and standards of conduct govern the use of Church facilities and properties.
* Programs and activities held at Grace Community Church are to be consistent with the values of the Church. Church elders have discretion over the appropriateness and content of such programs and activities.
* No alcohol, tobacco or illegal drug use is permitted in the facilities or on the grounds.
* Curfew @ 10P for all outdoor activities, keep noise to a minimum. No tents or overnight activities are allowed. Please respect our neighbors.
* Chairs, tables and other furniture are available for events and programs. No additions or changes in the facilities shall be made without the express approval and guidance of the Church Trustees and any changes shall be put back to their original configuration/storage when the scheduled use is concluded. The public address system, audio system, and instruments (e.g. electronic piano) may be available for use with prior permission from the Church Trustees. Church staff must be available whenever any of these systems are to be used.
* It is the responsibility of the individual or group using the facility to set up their own event. They will be responsible for returning all facilities to their original configuration/condition.
* The use of decorations, changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with prior approval of a Church Trustee. All such requests shall be included in the Facility Use Request Form.
* Florists, photographers and decorators must comply with Church policies and guidelines and requests for set-up/take-down times should be specified in the Facility Use Request Form.
* Barn & Silo are “Off Limits”.
* Park in proper areas.
* Bag up extra trash and put into dumpster.

**FEE SCHEDULE:**

Fees for the use of Grace Community Church and facilities are intended to cover the incidental and direct expenses of maintenance and use of such facilities. The Elders reserve the right to tailor such fees to particular events or activities and may also waive such fees at their discretion.

* Recreation fields $35
* Pavilion $100
* Classrooms $35 each
* Foyer $75
* Sanctuary \* TBD

\*Sanctuary fee shall be:

* $200 Event fee (includes $100 custodial fee and $100 building host for the first day), plus an additional $100/person/day whose services are required, e.g. sound technician, building admission on successive days, etc.
* Sanctuary fee includes free use of the foyer.

❤❤**WEDDINGS**❤❤

For a base fee of $500, a person may reserve Grace Community Church for a wedding. This fee includes use of the sanctuary, foyer and classrooms for two days (the event day and the rehearsal on the prior day), the services of a sound technician and the Event Coordinator for two days, and the services of our cleaning staff after the event concludes. Additional days/services may be secured according to the rates listed on the Facility Use form.

**All fees shall be paid in full one week prior** to the event/activity (cash or check to Grace Community Church).

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**Contact Person(s):**

The Trustees of Grace Community Church are the contact persons for facility uses. Please contact them to arrange for your activity or use, any questions you may have or in the event of an emergency while using the facility.

***GRACE COMMUNITY CHURCH***

***Facility Use Request Form -- Non-Member***

**Please complete form and submit to a Grace Community Church Trustee.**

*Completion of this form helps assess your needs as well as those of the staff assisting you. Activities will be recommended for approval based on their compliance with the stated purposes and guidelines of the church. Affirmation will be sent to you via e-mail or a phone call. Non-church events will require a signed waiver of liability.*

**Event Information**

**Name of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimated number of people attending: \_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start/End Time of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_This is a recurring event (Please list times/dates.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Time/Dates needed for setup/teardown \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facilities requested:** (Please specify all that apply.)

\_\_\_ Sanctuary ($200) \_\_\_ Pavilion ($100) \_\_\_ Recreation Fields ($35)

\_\_\_ Foyer ($75; free if also requesting sanctuary) \_\_\_ Classrooms (please specify #; $35 each)\_\_\_\_\_\_\_\_\_\_\_\_

**Special Requests**

\_\_ PA System ($100/day for support staff) \_\_\_ Admission to building on multiple days ($100/additional day for Trustee assistance) \_\_\_ Instrument Removal/Sanctuary platform cleared

Other Requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL Fees: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Basic WEDDING fees = $500)**

**Contact Information**

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Signed Waiver of Liability?

**Contact Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***GRACE COMMUNITY CHURCH***

***Facility Use Request Form -- Church Member / Regular Attender***

**Please complete form and submit to a Grace Community Church Trustee.**

*Completion of this form helps assess your needs as well as those of the staff assisting you. Activities will be recommended for approval based on their compliance with the stated purposes and guidelines of the church. Affirmation will be sent to you via e-mail or a phone call. Non-church events will require a signed waiver of liability.*

**Event Information**

**Name of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimated number of people attending: \_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start/End Time of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_This is a recurring event (Please list times/dates.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Time/Dates needed for setup/teardown \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facilities requested:** (Please specify all that apply.)

\_\_\_ Sanctuary (~~$100~~) \_\_\_ Pavilion (~~$100~~) \_\_\_ Recreation Fields (~~$35~~)

\_\_\_ Foyer (~~$75~~; free if also requesting sanctuary) \_\_\_ Classrooms (please specify #; ~~$35~~ each)\_\_\_\_\_\_\_\_\_\_\_\_

**Special Requests**

\_\_ PA System ($~~200~~/day for support staff) \_\_\_ Admission to building on multiple days (~~$100~~/additional day for Trustee assistance) \_\_\_ Instrument Removal/Sanctuary platform cleared

 Other Requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL Fees: $\_0.00\_**; you are responsible to clean/vacuum the building

 **ꠛCheck here if you prefer to pay $100 to have cleaning done for you.**

**Contact Information**

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Signed Waiver of Liability?

**Contact Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***GRACE COMMUNITY CHURCH***

***Written Release Form for use of Facilities***

***“Waiver of Liability”***

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge receipt of and agree to the Grace Community Church Facility Use policy and guidelines. I agree to be responsible for the proper care of Grace Community Church facilities, and agree to pay any damages caused by, or as a result of my use of the facilities. I agree to accept full responsibility for the care and condition of the Church facilities and property and acknowledge that I will return such facilities and properties in clean and proper condition. I further agree that during my use of the facility, I will indemnify and exonerate and hold Grace Community Church harmless from any and all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of myself, or any other person, occasioned by, or resulting from the use of the property by me or my guests/invitees.

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

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

Organization (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File: Policies and Procedures GCC

Doc: GCC-Facility Use Request - Final 12/08

Dev: 10/08

Rev: 11/08, 12/08, 10/18

Approved: 12/4/08