

The logo consists of a large, stylized 'G' and 'O' on the left. The 'G' is a thick, black, sans-serif letter with a pointed bottom. The 'O' is a thick, black, sans-serif letter with a small gap at the top. To the right of these letters, the words 'GRACE' and 'CHURCH' are stacked vertically in a bold, black, sans-serif font.

**GRACE
CHURCH**

Facility Use Guide

INTRODUCTION

Grace Church is a busy place. Its primary purpose is to carry out the ministry of the local church. Grace Church has an active ministry to children, youth, and adults. It has a significant outreach into the community through the church ministries, the lives of its ministry partners, mission partners, and social services. The church programs and people are the top priority when it comes to building use.

Our primary focus is to church ministry programs and ministry partner needs; second, to Grace's established Mission Partners; followed by schools and nonprofit groups not directly supported by the church; and finally, to other nonprofit organizations or individuals who are not fundraising or profiting from their activity. Facilities may not be used for profit for any reason, and in only rare cases, with special permission, may they be used for fundraising.

CONTENT

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of Facility Use
- Equipment Use Policies

STEPS TO FACILITY USE SCHEDULING

- Fill out a *Room Request Form* found online at www.discovergrace.net.
- Read and sign the *Facility Use Agreement*. You may obtain one from our website: www.discovergrace.net. Only persons 18 years of age or older may schedule use of the facilities and sign the *Facility Use Agreement*.
- Turn in your deposit, to the Grace Church office.
- Confirm with the Grace Church office, in person, your understanding of the policies and procedures found in this *Facility Use Guide*

FEES FOR FACILITY USAGE

A fee schedule for basic use can be found at www.discovergrace.net. Fees are based on hourly or daily use with times including setup and cleanup. While some fees are discounted for partners and partner organizations, fees are not completely waived as there are costs incurred anytime the facility is used (increased utilities, cleaning, normal wear, etc.) Additional fees may be charged at the discretion of Grace Church taking into account factors such as special setup requirements, number of participants, use of any special equipment, food and drink, etc.

RULES AND REGULATIONS

All person(s) and/or group(s) using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage, or breakage. The person(s) signing the *Facility Use Agreement* shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which, in the judgment of Grace Church, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. The person(s) or group(s) may not use equipment, furniture, furnishings, or building spaces not agreed upon at the time of the reservation.

Eligibility

Grace Church respects both the rights of others to hold varying beliefs, and respects the personhood of all. However, facility use will not be permitted to persons or organizations holding, advancing or advocating beliefs or practices that conflict with the church's or denomination's faith or moral teachings which are based on our interpretation of Scripture. Approval of the use of the grounds, facilities, or equipment does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Grace Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of Grace Church and the denomination.

Room Setups

All rooms have been designated with a basic room setup. Grace Church can review with each group the setup for the room they are interested in using. Any setup changes requested by the group are subject to approval by Grace Church and are considered in the calculation of fees.

Use of Instruments and Stage Decor

Permission to use a piano or any other instruments must be granted by the Redemptive Arts Pastor. Pianos and drum sets cannot be moved. Other equipment or decorations should not be moved except by permission from the Redemptive Arts Pastor.

Auditorium Sound System and Other Sound Equipment

The Auditorium sound or recording systems may be available upon request. These systems must be operated by approved, Grace Church-provided sound technicians (for the noted fee). Group-provided sound, recording, or video equipment may not be attached to any Grace sound system through cables or connectors without prior approval from the Redemptive Arts Pastor.

Smoking Policy

Grace Church is a no smoking facility. All members of all groups using our facilities must abide at all times by a "no smoking" rule in all parts of the building.

Alcohol and Drug Policy

The serving, consumption, possession or use of alcoholic beverages, marijuana, narcotics or any other illegal substance shall not be permitted at any time on church property, including indoor facilities, all grounds and parking lots.

No Gambling Activities

Gambling in any fashion is strictly prohibited on church property, including indoor facilities, all grounds and parking lots.

Final Decisions

In case of doubt or uncertainty by any outside person(s) or group(s) about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, Grace Church shall decide the matter and all individuals and groups must abide by the church's directions or forfeit immediately the use of any part of the facilities.

Children and Youth

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- Children under the age of fourteen (14) must be supervised by an adult.
- No fewer than two adults must be present at any time during any program, practice, rehearsal, or event involving children.
- The adults must be eighteen (18) years of age or older and must be at least 5 years older than the children or teens with whom they are working.
- Ideally, one of the adults present should be currently certified in First Aid and C.P.R.
- Ideally, the adults involved with the children will have received annual training related to child abuse prevention.

Any questions regarding the policy should be directed to the Grace Kidz Ministry Director.

Nursery Use

The nursery facility is NOT available for events or groups not sponsored or organized by Grace Church. For ministry-approved events, our safety standards require that two nursery care providers must be present to operate the nursery and background checks must be on file at Grace Church. Both adults must be over the age of eighteen (18). State mandated ratios (children per adult) must be maintained at all times. (See the Grace Kidz Ministry Director for more information.)

Decorations and Signage

Decorations, signs, posters, and like materials may not be attached to the walls, doors, and light fixtures or furniture without prior approval and only with approved attachment methods. All such decorations must be removed immediately and completely following the event. No decorating is permitted in the hallways.

Standard Starting and Ending Times

- Monday through Friday from 8:30 a.m. through 9:00 p.m.
- Saturdays from 9:00 a.m. through 9:00 p.m.
- Sundays are not available.

The building must be completely cleared no later than 9:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to custodial and security surcharges.

Facilities Blackout Dates

Facilities are not available for events or groups not sponsored by or organized by Grace Church during the month of December or the week prior to Easter Sunday of each year.

Emergency Scheduling Conflicts

The church reserves the right to preempt any facility use in case of emergency, funerals, weather conditions, or other unforeseen circumstances. Notice will be provided as early as possible.

Storage

There is no storage available for organizations other than church-sponsored groups. Person(s) and group(s) using the facilities will be responsible for storing their items offsite.

Bicycles and Skateboards

No bicycles or skateboards are allowed inside the church facility.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense.

Security

Our church works to maintain a safe and secure environment within the facilities; however no systems are foolproof. We ask that all users pay close attention to personal property and valuables and do not leave them unattended. The church is not responsible for theft or damage to personal property.

EQUIPMENT USE POLICY

Our policy is that no equipment or furniture (tables, chairs, audio-visual equipment, instruments, kitchen or cafe items, etc.) may be loaned or used off the premises of Grace Church.

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