



GRACE
CHURCH

Facilities Usage Guidelines

SY 2018-2019

Grace Church

6901 San Antonio Drive, NE – Albuquerque, NM 87109
505-821-8800 – Fax: 505-821-4876

Table of Contents

Facilities Usage Guidelines	3
Who can use the facility?.....	3
How is approval to use the facility granted to civic and community groups?	3
What is available at the facility?	4
Rooms	4
Equipment.....	4
Services.....	4
What is the cost for using the facility?	5
Who has priority to use the facility?	5
How are rooms, equipment, and services scheduled?	5
What are your responsibilities when using the facility?	6
Before your activity begins (Setup):	6
Supervision:	6
On-site storage:.....	6
Display areas:	6
Other Do's and Don'ts:	6
Before you leave:.....	6

Facilities Usage Guidelines

Grace Church, a New Mexico not-for-profit corporation, makes their facilities available to groups or organizations for meetings or other events whenever possible as a means to honor God and provide a place of ministry for His people. All who use the Grace Church facilities are asked to enter into this stewardship agreement with the understanding that the general care, well-being, and cleanliness of this God-given property is the responsibility of those who enjoy it. The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws.

These guidelines apply to use of the church facilities (including furniture and equipment) by any individuals, groups, or organizations. It is by no means intended to cover every facet of use of church facilities. Facility related questions should be directed to the operations manager at the church office.

Who can use the facility?

- Grace Church groups or ministries
- Grace Church members
- Approved civic and community groups

No group or organization may transfer or pass on permission to use church facilities to any other persons or organizations.

How is approval to use the facility granted to civic and community groups?

Approval for civic and community groups to use the facility is granted at the discretion of Grace Church. Grace Church reserves the right to deny approval of a group or activity if for any reason it contradicts the mission or principles of Grace Church.

The following general requirements must be met before a civic or community group can use the facility:

- Those using Grace Church facilities agree to release, protect, defend, indemnify and hold harmless Grace Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees

and other legal costs) directly or indirectly arising out of their use of any Grace Church facilities.

- Each community organization must furnish to Grace Church a certificate of comprehensive general liability insurance coverage with a 1,000,000 per occurrence and \$2,000,000 aggregate naming the church as an additional insured.
- In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Operations Manager and shall pay the church for such repair and replacement costs upon demand.
- Each community organization must complete and deliver to the church office a signed facility usage agreement before they will be approved to use the facility. (See attached form at the end of this document.)
- An orientation and walk-through with the church schedule coordinator is required before the facility may be used for the first time.
- Commissary activity is closed on Sundays from 8am to 12pm. Users may not draw fresh water or disposal of grey water during this period.

What is available at the facility?

Rooms

- Multi-purpose room with stage (Capacity ~400 in rows, ~192 banquet setup)
- Gymnasium with small stage and bleachers (Capacity ~180 in bleachers, ~500 banquet setup)
- Several classrooms of various sizes (Capacity ranges from 10 to 80)
- Commercial kitchen and small kitchen (see note below)
- Pavilion with BBQ grill and seating for up to 40.
- Outdoor fire pit area

Kitchen – The kitchens are to be used only for events at the church. Anyone wishing to use the commercial kitchen will be required to receive training by an accredited restaurant program such as ServSafe. Certification will be required from all outside caterers using the commercial kitchen.

Equipment

- Tables and Chairs
- Sound system (microphones)
- Audio/visual cart (DVD players, laptop, and video projector for presentations)
- Score Board
- Volleyball Nets

Services

- Sound engineer
- Event Tech
- Commissary fresh water resupply, grey water disposal and garbage disposal.

(Contact the Grace Church Events Coordinator for Pricing on Equipment & Services)

What is the cost for using the facility?

- There is no charge to use the facility for Grace Church ministries, including partnership ministries such as MOPS, Joni & Friends, etc.
- For other groups, please contact the office for pricing

Who has priority to use the facility?

- Scheduling is generally on a first-come, first-served basis. However, Grace Church reserves the right to limit booking far in advance in order to give priority to church-sponsored events.
- If we need to reschedule or cancel your reservation for a church activity, we will make every effort to inform you well in advance.

How are rooms, equipment, and services scheduled?

- The Grace Church Events Coordinator is responsible for all booking all reservations, including equipment use and sound technician services (821-8800).
- Reservation requests may be made online by going to the church website www.gracechurchabq.org -> Resources -> Facility Usage Request link.
- We require 50% payment at the time of booking special events.(contract required)
- All fees should be paid to Grace Church within 30 days of receipt of invoice.
- Accounts in excess of 30 day in arrears will lose reservation privileges until the made current.

Do you need to cancel an Event?

- If you have to cancel a planned event, we must have a *written notice at least 48 Hours prior to the scheduled date.*

What are your responsibilities when using the facility?

ILLEGAL SUBSTANCE AND ALCOHOL USE IS STRICTLY PROHIBITED ON CHURCH PREMISES.

Before your activity begins (Setup):

- Rooms have a “default” floor plan displayed near the entrance. If you want a different arrangement, ***you are responsible for changing it and returning it to its posted “default” arrangement*** unless setup/reset service is ordered.
- **Do not** remove or borrow tables or chairs from rooms without prior authorization.
- Do not exceed the posted capacity limits of your room.

Supervision:

- You are responsible for the conduct of your group while on church property.
- An adult who has read these responsibilities must supervise all activities.
- Adequate adult supervision including background checks must be provided with a high degree of care for children under eighteen (18).

On-site storage:

- Grace Church does not offer storage services. All items must be removed after use of the facility.

Commissary Users:

- Users must check in with their assigned FOB to kitchen access reader on arrival.

Display areas:

- Prior approval from the Operations Manager is required to have specific display areas (cork/bulletin boards) designated for your group.
- Only post things on display areas that have been authorized for your use.
- Do not modify or deface the floors, walls, or ceiling.

Other Do's and Don'ts:

- Wear proper attire at all times. This is a church.
- Do NOT serve red punch, Kool-Aid, or any other staining beverages.
- No glitter
- Use lids on coffee cups when not sitting at a table.
- Clean or report spills ASAP to avoid slips and stains.
- Avoid using permanent markers.
- Do NOT prop doors open.

Before you leave:

- Clean up after yourself unless cleaning service is ordered.
- Dispose of any food and trash on tables or floor.
- If using the kitchen, clean according to required certified training.
- **Return the room to its posted “default” arrangement.**
- Report all damage to the Church Office.

Grace Church Facilities Usage Agreement

Name of Group: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Total Number of Attendees: _____

Type of Event: _____

Depending on event, a contract will be required. If that is the case, you will be contacted.

The above-named group or organization (1) acknowledges receipt, from Grace Church, a New Mexico not-for-profit corporation, of Facilities Usage Guidelines, and has read and fully understands all requirements, restrictions, and other provisions set forth in such Facilities Usage Guidelines, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with Grace Church Facilities Usage Guidelines in connection with such usage, including all requirements, restrictions, and other provisions set forth in such Facilities Usage Guidelines, and such additional requirements and restrictions as may be communicated on behalf of Grace Church to the above-named group or organization prior to or in the course of such usage.

Date _____ Signature _____

Print Name _____

Title _____
(Organization Representative)

Date _____ Signature _____

Print Name _____

Title _____
Grace Church Representative