

GRACE COMMUNITY BAPTIST CHURCH
FACILITY AND BUILDING USE POLICIES

Purpose

The mission of Grace Community Baptist Church is to:

Glorify God in love and worship; to love sinners by sharing with them the things of God; to mature believers by teaching and equipping those who God has called into salvation for ministry; to love, encourage, edify and be benevolent to all believers that a Sovereign God places in our fellowship.

Members of GCBC seek the heart of Jesus through a personal relationship with Jesus; that, in turn, leads to our being His hands in South Oklahoma City, Moore and beyond. Indeed, it shapes everything about our lives, how we live each day, how we love other people, and how we serve those around us, all of which we do in Jesus' name.

To fulfill this Christian commitment to serve, following the example of Christ, Grace Community Baptist Church (GCBC) will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. GCBC regards this non-member use as part of the church's service to the community. The Executive Pastor and Event Coordinator reserve the right to consult with the Senior Pastor as to whether or not a group may use its facilities. Use of church facilities by outside groups on a regular basis, must receive approval from the Senior Pastor.

Building Use

Use of the church facility shall always be scheduled with the Executive Pastor following a review of the entire GCBC Facility Use Policy and a completed application, which can be found on the GCBC website.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church Facilities (in order of priority)
 - a. GCBC church groups or church members using the facilities as part of the ministry of the church. This would include any fellowship of the church, Sunday school classes, GCBC committees and any other assembly structured by the Senior Pastor
 - b. Groups that come as invited guests of the congregation of Grace Community Baptist Church
 - c. Service and charitable organizations (Hospice, Blood Banks, etc.)
 - d. Outside social, civic, educational, and non-service groups, or individuals using GCBC facilities for activities
 - e. GCBC church members may reserve church facilities per the approval process (See attached)
2. Who may not use the Church Facilities
 - a. Partisan political groups
 - b. Groups operating for commercial gain
 - c. Organizations and/or Individuals whose activities are in conflict with the mission and doctrine of Grace Community Baptist Church
3. Procedures and Guidelines for Scheduling Facilities
 - a. Potential groups and individuals wishing to use church facilities should fill out the official Grace Community Baptist Church Facility Usage Application on the GCBC website at: www.gcbcokc.com/facility-usage-application.
 - b. Scheduled meetings of GCBC will take precedence over all other requests
 - c. Member and Non-member groups and individuals will be assigned an Event Coordinator for the event. (See Event Coordinator duties and related fees)
 - d. The Executive Pastor in consultation with the Senior Pastor will approve requests for building use. Those approved for building use will subsequently need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
 - e. Responsible adult supervision must be with the group at all times when facilities are in use.
 - f. All minor children must be supervised by an adult.
 - g. Smoking and non-prescriptive drugs are prohibited in the building or on the church grounds.
 - h. Alcoholic beverages will not be permitted on church grounds.
 - i. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.
 - j. Liability insurance (minimum \$1 million) will be required by non-members:
 - i. Conducting business unrelated to GCBC on church property
 - ii. Engaged in group activities where fall or injury hazards are a risk
 - k. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.

4. Kitchen Use

- a. May not be used without GCBC Kitchen Staff.
- b. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached)
- c. Every group is expected to leave the kitchen and its equipment clean and in place as it was found.
- d. Individual member or responsible organization should be responsible for utensils, kitchen equipment, and table cloths and should be cleaned and returned to the appropriate storage before leaving the facility after the event. Table cloths are to be properly cleaned, pressed, and returned within 1 day.
- e. Non-members are responsible for providing linens, utensils, glasses and dishes, etc.
- f. The Executive Pastor must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.

5. Use of Equipment

- a. Any use of audio-visual equipment in the Main Auditorium or Fellowship Hall requires the GCBC Technical Director **only**. The audio-visual equipment will **only** be operated by a member of the audio-visual team. (See Fees & Charges attached)
- b. The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team. For members and non-members, a fee will be incurred for the use of the GCBC Technical Director and any of his assistants necessary. (See Fees & Charges attached)
- c. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Executive Pastor.
- d. Non-member groups using the facility may use tables and chairs as their set-up requires.

Fees

1. A refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable, but otherwise is returned to the facility user at the end of their occupancy agreement.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:
 - a. \$350 for the use of the Main Auditorium
 - b. \$250 for the Fellowship Hall
 - c. \$150 for Volleyball Courts

**Use of the Main Auditorium is left to the discretion of the Senior Pastor and the Pastoral Staff.*
3. Event Coordinator (Fee paid directly to Event Coordinator)
 - a. \$50/Hour (include 1 hour before and after time scheduled on application)
4. Technical Director Fee (Fee paid directly to the Technical Director)
 - a. \$50/Hour (include 1 hour before and after time scheduled on application)
5. Custodian Fee (Fee paid to GCBC)
 - a. \$150 for the Main Auditorium
 - b. \$100 for the Fellowship Hall
 - c. \$100 for Kitchen
6. Kitchen (Fee paid to GCBC; may not be used without GCBC Kitchen Staff)
 - a. \$200 Usage Fee
 - b. \$25/hour for Kitchen Staff
7. Nursery (**Check for availability**; Fee paid directly to Nursery Director; may not be used without Nursery Director)
 - a. \$25/hour Usage Fee
 - b. \$25/hour for Nursery Director
8. All fees for use shall be paid no later than forty-eight (48) hours in advance to *Grace Community Baptist Church. Some fees may be waived or reduced at the discretion of the Executive Pastor and/or Senior Pastor.*
9. Fees will be refunded if the facilities are not available or if reservation is cancelled seventy-two (72) hours prior to scheduled usage.

Revised January 30, 2019