

GRACE POINT

Facility Use Policies & Procedures

Last Updated 5/4/2021



Building Use Philosophy

We have been blessed through prayer, sacrificial giving and diligent effort to occupy our church facility. This policy exists to ensure we are good stewards of the facility so it is readily available to support our ministries and serve our community. Our desire is to make the facilities available to the community when such use does not conflict with our faith and/or programming. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use the facility.

The church facility should be treated with respect at all times and every effort made to leave it in as good or better shape than it was found.

Facility Use Guidelines and Procedures

Scheduling Procedures

All rooms must be scheduled in advance using the following procedure:

1. Complete and return the Facility Request Form on the website found at <https://www.gracepoint.cc/docs>.
2. Approval/Denial will be determined by the Administrative Pastor. You will be contacted upon approval or denial.

Scheduling Conflicts

When scheduling conflicts arise, everyone is encouraged to work toward the best solution for all involved. When conflicts remain, the following scheduling priorities will generally be honored:

1. Church-wide events.
2. Funerals for church members.
3. Ministry-specific events.
4. Weddings for church members.
5. Weddings/Funerals for non-members.
6. Parties for church members.
7. Events for outside groups.

Facility Request Form

Events occurring at Grace Point require a Facility Request Form to be completed and signed. Grace Point reserves the right to reject or cancel any event for any reason. Grace Point reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of church property and general welfare of the community. The person affixing his or her signature on the Facility Request Form guarantees the payment of all fees as listed on the Form to Grace Point Community Church.



Liability

Users of Grace Point facilities shall hold harmless Grace Point's members and employees from any loss, damage, liability of expense that may arise during, or be caused in any way by such use or occupancy of Grace Point facilities. Grace Point may require a Certificate of Liability Insurance for certain events.

Safety

Safety and respect for the facility are very important. Running and rowdy activity is not appropriate in the sanctuary, kitchen, hallways or classrooms unless part of an organized and approved activity. Activities that may be potentially harmful or unsafe are also not allowed (i.e. standing on tables or chairs) and exit signs must remain visible at all times. Capacity limits for each room must be followed in order to comply with fire code.

Child Supervision

All children under the age of ten must be supervised at all times. No children are allowed on the stage, sound booth or storage rooms unless supervised by an adult. Use of classrooms, including toys in each must be requested via the Facility Request form.

Event Supervision

All facility use activities must be well supervised in order to ensure participant safety and proper treatment and care of the facility. The individual named on the Facility Request form will be responsible for proper behavior of the group, care of the facilities, and for lock-up of the facility if needed. A Grace Point Host may be assigned and must remain on the premises until the event is concluded.

Food

No red dye soda or punch drinks are permitted. Caterers are responsible for removal of all equipment, decorations and food immediately following the event. Any rental equipment pick up must be pre-arranged by someone associated with the event.

Candles

Drip-less candles must be used in candelabras and set on a sheet of plastic. Candles on tables or the floor must be set on glass, mirrors or trays of some kind - not directly on table cloths.

Tape, Tacks and Nails

Tape, tacks, nails, or other penetrating objects are not to be used on walls or woodwork anywhere in the building without prior permission.

Clean-up

Those using the facility should expect to "leave the building in better condition than when they came". At the very least, this includes the following as needed:



GPCC – Facility Policies & Procedures

- Emptying trash cans and carrying the trash bags to the dumpster.
- Cleaning up the kitchen. Grace Point will provide the materials need for cleaning dishes, countertops, etc.
- Vacuuming carpets and rugs.
- Ensuring all toilets are flushed.

Event Limitations

To preserve our tax-exempt status, no partisan political events will be scheduled. Commercial activities are typically not allowed, though each situation will be evaluated as it arises. Gambling or the use of drugs, alcohol, or tobacco is not permitted anywhere on church property.

Sound & Light Equipment

Sound & light equipment may only be used by a trained technician, with prior arrangements as designated on the Facility & Resources Request Form. Instruments in the church will be moved by Grace Point staff and only upon prior approval.

Borrowing Equipment

Borrowing furniture and equipment of any kind must be requested and approved Facility & Resources Request Form.

Facility Services

Note that charges may apply for certain services.

Host

A facility Host may be assigned to each event and will answer any additional questions concerning rental of the facility. He/she will remain on the premises for the scheduled time of the event. You may use your own wedding coordinator for weddings, but you will also be required to have GPCC's Host in attendance.

Sound and Light Technician

A sound and light technician will consult on requirements prior to rehearsal, attend rehearsal, confirms final arrangements and attends the event to provide microphones, orchestrate sound, light, Power Point, etc. The Host will contact and confirm the sound and light technician.



Facility & Resources Request Form

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Facility Use: _____

Number of People Expected: _____

Event Date(s): _____ Start Time: _____ Finish Time: _____

Contact Person: _____

Address: _____

Phone: _____ E-Mail: _____

Building Access Needed? Yes No

If needed, Grace Point will provide a smartphone app to facilitate building access. Four-digit code that you will use to access this app: _____

Rooms/Items Requested:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Tables (<i>linens not provided</i>) <ul style="list-style-type: none"> <input type="checkbox"/> 5' round (4 available): _____ <input type="checkbox"/> 6' rectangle (18 available): _____ <input type="checkbox"/> 8' rectangle (4 available): _____ <input type="checkbox"/> Chairs <ul style="list-style-type: none"> <input type="checkbox"/> White folding (120 available): _____
<i>can be used outside</i> <input type="checkbox"/> Black folding (70 available): _____ <input type="checkbox"/> Sanctuary <ul style="list-style-type: none"> <input type="checkbox"/> Projector <input type="checkbox"/> Sound System <input type="checkbox"/> Multi-Purpose Room <ul style="list-style-type: none"> <input type="checkbox"/> Projector <input type="checkbox"/> Sound System <input type="checkbox"/> Tent (<i>when available on-site</i>) | <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen (<i>non-exclusive</i>) <input type="checkbox"/> Youth Room <input type="checkbox"/> Fireplace Office <input type="checkbox"/> Infant Room (<i>no food allowed</i>) <input type="checkbox"/> 1 year old Room (<i>no food allowed</i>) <input type="checkbox"/> 2-3 year old room (<i>no food allowed</i>) <input type="checkbox"/> Pre-K room (<i>no food allowed</i>) <input type="checkbox"/> Kindergarten room (<i>no food allowed</i>) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ |
|---|---|



Facility & Resources Request Form

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Charges:

	<u>Non-Members</u>	<u>Members</u>	<u>Event Fees</u>
Security Deposit (Required to reserve date, will be applied to balance.	\$100	\$0	_____
Sanctuary	\$25	\$0	_____
Sound and Audio/Visual Equipment:	\$50	\$0	_____
Sound and Audio/Visual Technician: (unless waived by Administrative Pastor)	\$25/hr	\$25/hr	_____
Multi-purpose Room	\$25	\$0	_____
Sound and Audio/Visual Equipment:	\$25	\$0	_____
Sound and Audio/Visual Technician: (unless waived by Administrative Pastor)	\$25/hr	\$25/hr	_____
Kitchen.....	\$25	\$0	_____
Additional Rooms (____)	\$25	\$0	_____
Tent	\$0	\$0	_____
Host.....	\$25/hr	\$25/hr	_____

Total: _____

Make checks payable to Grace Point Community Church

Signatures:

Users of Grace Point facilities shall hold harmless Grace Point's members and employees from any loss, damage, liability of expense that may arise during, or be caused in any way by such use or occupancy of Grace Point facilities. The person affixing his or her signature below as the "Responsible Party" assumes this risk and liability. He/She has read and understands Grace Point's "Facility Use Guidelines and Procedures" and assumes all responsibility for their enforcement.

Responsible Party (please print)

Signature

Date

Host (please print)

Signature

Date

Administrative Pastor (please print)

Signature

Date