

GRACE BAPTIST CHURCH FACILITY USE POLICY

2018



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STATEMENT OF POLICY

We desire to ensure that the Grace Baptist Church facility is:

- **AVAILABLE** to effectively carry out our ministry objectives and goals.
- **PROTECTED** against loss or misuse through risk management.
- **MAINTAINED** to extend facility life through proper use and maintenance.

Grace makes its facility available to individuals and groups in the community whose activities are consistent with the church's mission. The following are general facility guidelines and procedures for Grace and are expected to be followed by all members, regular attenders and guests of Grace.

It is neither the intent nor purpose of Grace to realize a profit when allowing the use of the church facility. However, there are certain expenses and costs that are incurred (such as custodial services, heat, electricity, water, gas, and the general maintenance of the facility) which may justify a fee (see section 6.0).

Grace Baptist Church desires:

- That the church facility be used for the glory of God
- To see the facility used to reach our community for Christ
- That whole-church events will take priority over individual ministry events
- That church sanctioned ministry events will take priority over non-ministry events

The following policies and procedures have been created to meet these desires.

Grace Baptist Church of Grand Forks reserves the right to refuse the use of its facility to anyone.

The Lead Pastor and/or Elder Team reserve the right to make exceptions to and/or changes to this policy when it is deemed necessary for the protection and well-being of the people and facility of Grace Baptist Church or for the pursuit of its ministry goals.

1.0 GROUPS ELIGIBLE TO USE GRACE FACILITIES

CATEGORY A: GRACE MINISTRY EVENTS

Activities directly under the oversight of Grace Baptist's Council of Elders

Examples of Category A groups and events include: Women's Ministry, Men's Ministry, Student Ministry, Children's Ministry, Life Groups, Bible studies, weddings, funerals etc.

Requests for these activities must be scheduled through the appropriate ministry leader. Some larger special events may be considered Category B events.

Category A events may be scheduled up to 18 months in advance.

CATEGORY B: SPECIAL EVENTS

Activities sponsored by individual Grace attendees or a non-profit Christian organization in which they participate.

Examples of Category B groups and events include: baby and wedding showers, anniversary celebrations, graduation events and events sponsored by a non-profit Christian organization.

Category B groups may schedule an event up to 3 months in advance.

CATEGORY C: COMMUNITY EVENTS

Activities connected to a non-profit or community-related functions.

Examples of Category C groups and events include: The Women's Pregnancy Center, sports teams, ministry training events, etc. Preferably, the sponsor requesting use of the facility is a member or regular attender at Grace or knows someone from Grace who would be willing to oversee the event.

Category C groups may schedule an event up to 3 months in advance.

Please note: Category A groups and events take priority over Categories B and C.

2.0 GROUPS INELIGIBLE TO USE GRACE FACILITIES

The Grace facility is not available to "for-profit" organizations, those engaging in partisan political campaigns, or those that are not aligned with Grace's statement of beliefs and purpose.

3.0 GENERAL POLICIES FOR FACILITY USE

The worship center will, as a rule, not be available for B & C events on Saturdays. Exceptions must be approved by pastoral staff.

Users of the Grace facility will extend full courtesy and consideration of others in the building.

All groups must have a responsible person as supervisor of their event. The supervisor is responsible for making sure each guest is abiding by the building guidelines.

Smoking and the use of alcoholic beverages or illegal substances are not permitted in the building or on the grounds of the church.

Grace is a place of worship and a standard of proper conduct applies to everyone utilizing its facility. Any person engaging in inappropriate conduct or language, disrupting performance, or creating a disturbance at an event will be asked to cease or leave the premises and/or will be escorted from the building.

3.1 RESERVATIONS

All events or programs requiring use of the Grace facility must be scheduled through the church office. Date, time, equipment, room(s) and special help must be specified. Activities and programs are limited to the space that is assigned. You cannot use other rooms or areas without prior permission.

Grace reserves the right to adjust times and places within the facility to accommodate Category 'A' events.

Emergency situations, such as funerals and other important church ministry events, will have the authority to preempt other reservations.

Time allotments for the room will include time for setup and take down of equipment and decorations. If any event is to be cancelled please notify the church office immediately.

3.2 GUESTS

The conduct of every person attending programs or events is expected to be respectful of the Grace facilities.

Children in attendance must either with their parents or under direct adult supervision at all times. Children are not permitted to roam freely on the church property. An adult will supervise all children's activities at all times.

If childcare is to be provided by a Category B or C event, please speak with church staff about our Child and Youth Protection Policy.

Grace cannot be held responsible for damages or loss of user's property.

3.3 FOOD AND BEVERAGE

Dining or the serving of food and beverages is allowed in any area of the facility, except the Worship Center. All users will ensure the facility is properly cleaned following activities in which food or beverage has been served.

If kitchen use is required, refer to 4.0 Kitchen Use Policy.

Outside food and beverages are not allowed in the nursery or children's classroom areas.

3.4 ANIMALS

Animals are not allowed within the building, with the exception of trained service animals.

3.5 LOST AND FOUND

Items left overnight within non-storage areas of the building may either be discarded or placed within the Lost and Found bin. Items are reviewed periodically and are either

discarded or given to charity. If items need to be temporarily kept in a non-storage area, contact the church office for approval and an appropriate location.

3.6 CLEANING AND MAINTAINING THE FACILITY

All facility users are expected to leave the building clean and remove or store in the appropriate areas all items associated with their event immediately following it. All garbage must be collected and placed in outside dumpster.

Custodial personnel are responsible for cleaning all general use areas. Ministry leaders will be responsible for upkeep of their dedicated space, including storage areas.

Custodial equipment is available for use providing it will be returned to its proper location following use. If required, vacuums and mops are available.

If furniture or equipment is to be moved, it must be coordinated with the church office and returned to its original place after the event. Any damaged property, including broken furniture must be reported immediately to a staff member or the church office.

3.7 STORAGE

Very limited storage is available at the church for Grace Ministries. Contact the church office for the location of acceptable storage areas. Materials stored without permission may be discarded, placed within the Lost and Found bins, or given to charity.

3.8 DECORATIONS

Freestanding decorations are allowed, provided they are set up and taken down within the timeframe indicated on your facility use request form. Facility Users are not permitted to attach anything to walls or ceilings, or to use any decorations that may cause damage to or permanently mark the facility or that would interfere with the safety of those in the building.

3.9 SPECIFIC ROOM USE

The Worship Center is not available for events under categories B & C on Saturdays.

The Worship Center projection and sound booth are for use by trained persons only. If there is a need for this equipment for a B or C event there will be a small charge for their use.

No rearranging is allowed in the Worship Center without prior permission from the Pastor/Director of Worship Ministries.

Groups are only able to use the kitchen if it has been approved and reserved. (See Section 4.0)

3.10 AUDIO / VISUAL EQUIPMENT

The Pastor/Director of Worship Ministries will coordinate all audio/visual needs. Use of sound and projection equipment is restricted to trained personnel approved by the Pastor/Director of Worship Ministries. When filling out the Grace Facility Use Form please note if audio/visual equipment is needed during your use of the facility.

There will be a charge for B & C events if they wish to use audio/visual equipment, particularly if a church volunteer is needed to run the equipment.

3.11 FACILITY LOCK UP

Turning off lights and closing/locking all doors is the responsibility of the party that is the last to leave the facility. Please coordinate with other groups simultaneously using the facility to determine which will be the last group to leave the building.

4.0 KITCHEN USE POLICIES

Use of the Grace kitchen will be scheduled through the church office. For Category B and C events there will be a \$25 deposit for kitchen use, refundable once the cleaning checklist has been completed and towels, wash cloths, and linens used have been laundered and returned.

Kitchen supplies including utensils, cookware, glassware, and coffee makers are available for use by **CATEGORY 'A' AND 'B' FACILITY USERS**. Coffee supplies and paper goods are available for Category A events only; all other Facility Users must supply their own goods.

Facility Users are responsible for washing and storing all utensils and kitchenware used, as well as replacement of broken or damaged items. Towels, wash cloths and linens must be laundered and returned to Grace promptly following each event.

If an event is professionally catered from outside the church, Facility Users will provide all kitchen supplies including utensils, cookware, coffee supplies and glassware. However, the coffee makers are available for your use.

Facility Users will not have use of areas for food storage unless pre-approved through the church office. All other leftover food will be removed from the premises following use.

5.0 SAFETY, SECURITY AND FIRE PREVENTION

Facility Users should report all fires, serious illness, injury or crime in progress. Locate the nearest phone and immediately dial 911.

After hours, non-emergency building concerns should be addressed by contacting the appropriate staff member or supervisor of your event.

Facility Users should report all damaged, missing, or stolen equipment, burned out lights, or safety hazards to the church office as soon as possible.

No flammable substances are to be stored in the facility.

In the event of an injury, a First Aid Kit is available in the kitchen and behind the welcome desk. Please inform the church staff at the earliest opportunity of any accidents, injuries, or other incidents that occur during your event.

Any entrance not in use at the time must remain locked.

Closing and locking all entrance doors is the responsibility of the party that is the last to leave the facility. (See Section 3.12)

For weddings and other events, only dripless candles and candles in glass containers may be used within the facility. (See the Grace Wedding Planner)

Exits must remain clear and unobstructed at all times.

Facility Users will enter and exit using the parking lot entrance only.

6.0 FACILITY USAGE FEE SCHEDULE

Fees for the use of the facility will be based primarily on its category and the number of people expected to be at the event.

For events needing to use the sound & projection equipment there will be a \$50 fee.

For Category B and C events larger than 25 people there will be an additional custodial charge of \$50.

For B and C events using the kitchen, there will be an \$25 deposit, refundable once the cleaning checklist has been completed and towels, wash cloths, and linens used have been laundered and returned.

Category C events - A \$50 fee will be required upon approval of request and prior to the date of the event being held in the church.

Facility Fees for Wedding:

- Worship Center - \$300 (A \$100 non-refundable deposit is due at time of application and the additional \$200 is due at least 2 weeks prior to day of wedding.)
- Reception (Kitchen and Gym/Fellowship Hall) - \$200 (A \$100 non-refundable deposit is due at time of application and the additional \$100 is due at least 2 weeks prior to day of wedding.)
- Rehearsal Dinner (Kitchen and Gym/Fellowship Hall) - \$100
- For Saturday Weddings the building must be vacated by 6 p.m. to allow for the building to be prepared for Sunday worship services.

7.0 GRACE FACILITY USE FORM

Please enter all the applicable information to the best of your ability and submit this form to the church office. You can also fill this form out electronically on our website. * Required

* **Today's Date:** _____

* **Sponsor Information** (The sponsor is the person responsible for the event. We will communicate directly with this individual.)

1. First and Last Name: _____
2. Email Address: _____
3. Phone Number: _____
4. Ministry / Organization: _____

* **Type of Group** (see Facility Use Policy & Procedures)

Category 'A' __ **Category 'B'** __ **Category 'C'** __ (please check one)

1. Event Description

2. Anticipated Number of Attendees _____
3. Number of Tables Needed _____
4. Number of Chairs Needed _____

* **Brief Description of Setup** (Rooms, tables, decorations, etc.) Please note that the sponsor is responsible for the setup and cleanup; this is only a description for the office.

* **Date and Time of Event** (include beginning and end time)

_____/_____/_____ (ex. 2/2/2012) _____ AM/PM — _____ AM/PM

*** Person responsible for unlocking and locking the facility for the event.**

*** Date and Time for Setup**

_____/_____/_____ _____ AM/PM

*** Dates and Time for Teardown and Cleanup**

_____/_____/_____ _____ AM/PM

*** Person responsible for unlocking/locking the facility during setup and cleanup.**

*** Areas** (Please check all areas that you are requesting to use)

- Classroom # _____
- Nursery
- Worship Center
- Fellowship Hall / Kitchen
- Youth Room
- Gymnasium

*** Kitchen Use** (If you wish to use the kitchen, please check which areas you will be using.)

- Refrigerator
- Freezer
- Coffee Maker
- Kitchen Items (pitchers, dishes, etc.)
- Stove or Oven

*** Equipment & Supplies**

- Paper Goods (plates, napkins, etc. – Category A only)
- Audio-Visual Equipment (\$50 fee)
- Piano
- Podium
- TV / DVD

***AFFIRMATION OF RESPONSIBILITY**

I understand that Grace does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church’s faith.

To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church’s faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.

I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor’s approval, which is conditioned in part on my agreement to the requirements in the “Church Facility Use Policy,” a copy of which I have read and understood.

I understand that as the Sponsor, I will be responsible for any damages to the church facilities resulting from this proposed use of facilities. I am responsible for ensuring that this event will be safely conducted and that the areas used will be cleaned and returned to their original condition (A checklist will be provided).

I have read the Facility Use Policy agree to use the facility as outlined in this document, and understand that Category A groups and events take priority over Categories B and C.

Signature

Date