



Facility Use Policy

This policy defines the responsibilities and procedures that regulate the use of the church physical facilities by individuals or groups for functions that are not part of Grace Chapel and its associated ministries.

Policy Statement

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Lead Pastor or designee is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith and religious practice.

(2 Cor 6:14; 1 Thess 5:22.) Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)



GENERAL POLICY

Approved Users and Priority of Use

The church personnel and facilities may be occasionally used by individuals or groups for functions that are not part of the church's regular ministries, such as weddings, receptions, meetings, concerts, sporting events, conventions, seminars, etc.

The facility use request must be reviewed and approved by the church staff, Lead Pastor or designee and, as necessary, the Elders or Trustee Chair. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

Conditions for Approval

Church facilities and equipment will be made available to non-members or outside groups meeting the following conditions:

- 1. Eligible Use** - Use of our facility must be consistent with the church's faith and practice. The facility use cannot be for purposes of profit as this would be inconsistent with our not-for-profit status. Requests that do not comply with these tenants will not be approved. If you have questions about an eligible use, please contact the Lead Pastor to discuss the planned use in detail.
- 2. Conduct** - The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff. As guests of Grace Chapel, we ask you to please refrain from smoking, alcoholic beverage consumption, profane language or any other behavior inconsistent with scriptural standards of conduct.
- 3. Insurance** - For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1 Million dollars. The user must also sign a "Facility Use and Hold Harmless Agreement."
- 4. Requesting and Scheduling Events** - The group or person seeking facility use must submit to the Church [e.g., pastor, administrative assistant, events coordinator] a signed "Grace Chapel Facility Use Request and Agreement" form. The event will be reserved and placed on the church calendar only after the pastor or designee notifies the requester of an approval.

RESPONSIBILITIES AND PROCEDURES



Church Office:	(315) 685-3071
Administrative Assistant:	Barbara Holstrom, ext. 102
Custodian:	Dan Leubner, ext. 108
Emergency:	911 Fire/Safety Issues Dan Leubner, ext. 108 Facility Issues (Heat, Light, Building Access, etc) Dan's cell 315-440 -6007

Church Office

1. Process all requests for use of church campus facilities. Determine from the requester the purpose of the function, estimated number of persons in party, dates, times and specific facilities and services to be used, required insurance certificates and individual responsible for communications, final arrangements, cleanup.
2. Review church calendar to ensure no conflicts with scheduled functions. Requests for reservations should be made at least 30 days prior to the event.
3. Consult with Lead Pastor to obtain approval of request for use of church facilities.
4. Communicate to the using party the approval or disapproval of the request, including any special conditions given with the approval.

Church Staff Leadership

1. Coordinate with Lead Pastor, Elders or Trustee Board as necessary, to ensure facility use is acceptable (review of charter, statement of faith or other information) and consistent with policy.
2. Ensure that a responsible individual within the using party and a responsible individual (e.g. the custodian) within the church membership are assigned for security and cleanup after each event.
3. Specifically concur with the dates, times, personnel, facilities areas to be used by the using party, along with any fees from recommended fee schedule.
4. Forward approval / disapproval to church office in a timely manner (within 2 weeks or sooner if necessary) for communication (via form letter, e-mail) of decision party.

Board of Trustees (Trustee Chair)

1. As necessary, review and give concurrence decision for the request in accordance with this policy in a timely manner (within 2 weeks of the submission or sooner).
2. Advise Board of Trustees of concurrence decision, or obtain concurrence of Board of Trustees if necessary for making proper decision.
3. Perform an annual review of this policy and implement changes as necessary, subject to approval by the Board of Trustees.
4. Ensure policy compliance.

Custodian/ Responsible Individual



1. Heat / air conditioning turn up / down / off
2. Unlocking / lights on, keys or door codes to using parties
3. Locking-up after and lights off
4. Thermostat 3-hour overrides “off” and heat turned down
5. Clean-up of facilities

Using Party/Responsible Individual - Facility Use Guidelines

1. Request and obtain approval for use of church facilities
2. Provide insurance certificate as required by the Trustee Board
3. Agree to follow standards of conduct included in conditions for approval of use of the church facilities. Groups are restricted to only those areas of the facility that the group has reserved.
4. Cooperate with custodian and/or designee to leave the facilities in a clean, orderly and neat condition. The custodian will contact the responsible individual to correct any deficiencies.
5. Be responsible for setting up their own arrangement of Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. Use of kitchen, kitchen equipment or kitchen supplies will not be allowed unless specifically arranged and approved prior to the event.
7. Clean-up [address whether it is the responsibility of the group using the facility, and if so, what constitutes satisfactory clean-up. The church may also wish to include a clean-up fee]
8. All lights must be turned off and doors closed upon departure.
9. A person or group must sign the “Church Facility Use Request and Agreement” form prior to reservation of church facilities.

In Case of Emergency

1. Any outside group who uses the facilities of Grace Chapel agrees to abide by local fire regulations and code requirements and will make the following information available to all persons who enter the facilities:
 - a. All occupants are to be notified of the fire exit plan and the location of the fire alarm pull stations prior to the start of the event. Instructions for the evacuation are prominently posted throughout all facilities.
 - b. All attendees must park only in the lined portion of the parking lot, or if permitted, in spaces marked for handicapped parking.
2. The organization further agrees to be responsible for the adequate supervision and liability of its members, as well as providing proof of insurance coverage.
3. All accidents or facility damage is to be reported to the Church Office immediately.
4. A custodian is on duty or available by cell phone, and should be notified in the event of any facility issues or emergency situations.
5. In case of a Fire/Safety emergency, call 911 immediately.



GRACE CHAPEL FACILITY USE REQUEST AND AGREEMENT FORM

This Request Form is to be used for all (except weddings) functions involving an **outside group** or for non-church events.

Please state whether you are a:

- Church Member/Regular Attendee Church-Sponsored Ministry
 Non-Member Non-Member Group/Organization

Name of Organization / Individual requesting facilities:

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Contact: _____ Title: _____

Contact at Event: _____

Date Submitted: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organizations purpose and mission:

Please list the organization's website, if any: _____



Requested Event: Date: ____/____/____ Start time: _____ End time: _____

Rooms Requested: _____

Type of event: Concert Play Speaker Other _____

Estimated attendance: _____ Doors open to public time: _____

Rehearsal / Set-up dates and times: _____

Services Needed from Church:

- Ushers Parking attendants Custodian
- Sound / lighting technicians AV Equipment

Application Received (date) _____

Application Reviewed (date): _____

Application Reviewed by:



GRACE CHAPEL FACILITY USE REQUEST AND AGREEMENT FORM

FEE SCHEDULES to cover costs of preparation, clean up and custodian.

Use of church facilities is subject to a use and maintenance fee specific to the areas requested for the upkeep of church facilities.

Events Fees – Church Members/Regular Attendees

A. Facilities Use Fees (for custodial staff costs)

Worship Center	\$100.00
Fellowship Hall	\$100.00
Kitchen	\$ 25.00

B. Support Personnel Costs

Sound Engineer	\$100.00
----------------	----------

Events Fees – Non-members/Attendees

A. Facilities Use Fees (for custodial costs)

Worship Center (sanctuary)	\$150.00
Fellowship Hall	\$150.00
Kitchen	\$ 50.00

B. Support Personnel Costs

Sound Engineer	\$100.00
----------------	----------

Event Note: If the party using the facility for an event agrees to return the premises to its original condition, which would include vacuuming and garbage removal, then these specific fees would be waived.

Note: A representative of the party using the facilities for any event must meet with the custodian during his work hours so that he can familiarize them with the layout of the facility, location of cleaning equipment, garbage disposal and general expectations.



GRACE CHAPEL FACILITY USE REQUEST AND AGREEMENT FORM

- I understand that the church 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, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
- I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$ _____, a certificate of insurance for at least \$1 Million dollars of coverage, and any other fees required by the church.
- 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 General Policy," a copy of which I have read and understood.
- I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
- The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18, 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name: _____

Date: _____

Application Reviewed by Lead Pastor (date): _____

Request Approved:

Yes

No

Any additional
comments/conditions: _____

Date Requested Confirmed and Approved: _____

Approved By: _____

Date: _____