

# Facility Use Policy and Regulations

## **Policies**

Grace Covenant Church recognizes that its outreach and ministry can be increased by providing its physical facilities in support of other organizations and programs designed to serve the community. At the same time, it's necessary that such use of facilities and equipment be controlled in the best interests of the church. The intent of this statement is to establish consistent requirements for all groups who intend to use our facilities.

All groups desiring to use Grace Covenant Church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Donations may be made, or fees paid, in cash. If paid by check, please make check payable to Grace Covenant Church. Renewal of permission to use church facilities will depend, in part, on satisfactory compliance with requirements during the previous period of use. Groups which use the facilities on a year-round basis must renew their application each January 1<sup>st</sup>.

The Council of Grace Covenant Church reserves the right to accept or deny request of use of church facilities and to cancel or modify established agreements in the church's best interests regarding property management, requirements for use of the facilities for church activities (which shall always have priority), and church relationships with governmental regulations.

## **Regulations**

1. The using group must be a nonprofit or organization whose purposes and activities contribute to the welfare of the community.
2. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of Grace Covenant Church.
3. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exception to this rule has been granted in writing by the church council of Grace Covenant Church. However, this does not mean that using groups may not have organizational dues or assessments to meet operating expenses.
4. Alcoholic beverages, liquor, or other non-physician-prescribed drugs will not be permitted on church property at any time.
5. Smoking of any kind will not be permitted inside any church building.
6. Firearms or weapons of any kind will not be permitted on church property.
7. Decorations, if used, must be flameproof and shall not be attached to fixed portions of the facilities (walls) without specific approval in writing.
8. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion with specific written approval.
9. Using groups will be responsible for leaving the facilities in such condition that another group may comfortably use them; i.e., furniture, tables and chairs, or any other equipment used will be replaced in customary position; kitchen and kitchen equipment used will be cleaned, dishes

cleaned and put away, floors swept and mopped, waste baskets emptied into trash bin outside, carpets vacuumed, etc.

10. All setup and teardown will be the responsibility of the using group. Please allow time for this activity when considering event start and end times.
11. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
12. No equipment or facilities shall be added, modified, moved, or removed without prior written approval.
13. At no time shall equipment or facilities other than those covered by prior approval be used.
14. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from using group activities.
15. While no rental fees are charged to using groups, donations to help cover utilities and other expenses are anticipated and appreciated.

We have read and agree to comply with the Facility Use Policy and Regulations:

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Phone/Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_