



## GCC Facility Use Policy

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 benefit of this church ministry and always to God's glory. Our facilities are sometimes made available to non-members or groups according to the agreement below.

### I affirm that:

1. To the best of my knowledge the purpose for which I am requesting use of the church facilities will not contradict the church's Statement of Faith or the Doctrinal Guidelines for Leaders and Teachers, and I commit to promptly disclose any potential conflict to the church staff.
2. I understand that GCC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the ministry staff approval, which is conditioned in part on my agreement to the requirements in the GCC Facility Use Policy, which I have read, understand and agree to.
3. I have read and understand the requirements and fees in the Facilities Request Form. I also understand that all fees are to be paid to GCC fourteen days prior to my event.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew chapter 18 and 1 Corinthians chapter 6. Accordingly, users of the facility agree to arbitration/mediation of any dispute before a panel of three outside pastors selected by the church. By entering into this Agreement, the parties each expressly waive the right to trial by jury and waive the right to have this matter tried in a court of law, except as may be necessary to enforce such arbitration/mediation decision.

Signature: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Jason Krute  
*Pastor*

David Earley  
*Worship*

Mark Schoonover  
*Adults*

Barbara Coghlan  
*Outreach*

Anthony Ochoa  
*Youth*

Carrie Fisher  
*Children*

# GCC Facility Use Policy Guidelines

## General

1. A Facility Request Form must be filed with the church office when scheduling your event. The ongoing ministries of Grace shall have first priority. Any date is tentative until this form has been approved.
2. An adult responsible for the group shall be in attendance during the entire event. If your event includes children under 18 you must provide two adults to every ten children.
3. Anyone using the facility may be held responsible for any loss or damage incurred during their occupancy of the facilities.
4. No one is allowed to roam the building. You are only allowed to use the rooms/area requested on your facilities form, even when other rooms are empty.
5. A custodial fee may be assessed based upon the need of the user.
6. Use of any equipment (TV, DVD player, projectors, marker boards, toys etc.) must have prior permission for use.
7. No hanging or tacking of any items is allowed without prior permission.
8. A reasonable attempt should be made to leave the facility as it was found.
9. In the event of a cancellation please notify the church office as soon as possible.
10. If you have any questions regarding this policy, please contact Mark Schoonover, 636-970-1311 ext. 134

## Events Involving Drink or Food

1. There will be no alcoholic beverages, vaping or smoking in the church.
2. You may not use red, orange, or grape drinks of any kind in the building. They contain dyes that are not easily removed from the carpets.
3. Any special music entertainment must have prior approval.
4. The church dishes and kitchen equipment are available for church functions. If you use these items, you will be required to clean up after your event. This includes washing and drying all dishes, pitchers, trays, platters, etc. and returning them to their proper places. If the coffee pots are used they must be emptied, rinsed, and returned to their proper place. This includes the coffee makers in Perk Place, the large coffee pots, and the small pump pots. Used coffee filters, coffee and grounds must be emptied from all pots and coffeemakers. Sugar, creamer, plates, napkins, plastic ware, etc. must also be returned to their proper places, not left in baskets.
5. The church linens are available for church functions but must be approved in advance by the Deaconess Board and you must sign the attached tablecloth use policy.
6. Please empty all trash. Large bags are available in the kitchen. Bags may be left in the kitchen. If your event had food items leftover or you have items that do not fit into a trash bag (such as pizza boxes), please take them to the large dumpster located in the rear parking lot .

## Fee Schedule for Space/Equipment Need

**(Fees are for non-church activates should be paid two week prior to your event)**

<input type="checkbox"/> Worship Center (includes Stage/Sound Tech/Standard Lighting)	\$150
<input type="checkbox"/> Video Technician (Worship Center)	\$ 75
<input type="checkbox"/> Special Lighting Tech (Worship Center)	\$ 75
<input type="checkbox"/> Upper Youth (includes Sound/Video Tech)	\$ 75
<input type="checkbox"/> Hope Hall	\$150
<input type="checkbox"/> Adult Central	\$ 75
<input type="checkbox"/> Solar City	\$ 75

# GCC Facility Request Form

Date of Request: \_\_\_\_\_ Event Date: \_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Actual Time of Event: Begin \_\_\_\_\_ End \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time needed for set-up and clean up: Date: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_

Facility Requested: Please check all rooms needed.

### Adult Area

- 102
- Adult Central♦
- 106
- 108
- 109
- 110
- Kitchenette

### Youth Area

- Upper Youth♦
- Lower Youth
- 205
- Library

### Children's Area

- Park Place (playground) \*\*
- Solar City♦
- Nursery
- Pre-School Area
  - C5
  - C6
  - C7
  - C8
- Grade School Area
  - C9
  - C10
  - C11
  - C12
  - C13

### Main Level

- Worship Center♦
- Hope Hall♦
- Kitchen
- East Concourse
- West Concourse
- Perk Place

Chairs # \_\_\_\_\_ 6' Tables # \_\_\_\_\_ 8' Tables # \_\_\_\_\_ Round Tables # \_\_\_\_\_

Please use the back of this request form to indicate how you plan to arrange tables and chairs. Set-ups requiring Grace custodial personnel must be requested at least 72 hours ahead of the event.

\*\*Use of this area by anyone other than Grace Ministry Events must have a signed liability waiver available at the church office.

♦ Please continue with the attached Equipment Use Form. Use of these areas by anyone other than Grace Ministry Events will require a nominal fee.

**Please complete this form and submit it to Mark Schoonover in the church office at least 10 days prior to your event or for recurring events at least 30 days prior to the event. Your event is not considered final and scheduled until you receive confirmation from the church office. Please make sure you have read the attached guidelines and signed the agreement.**

#### For Office Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Person responsible for opening and closing the building: \_\_\_\_\_

Custodial Supervisor: \_\_\_\_\_

Copy Sent: Person Responsible \_\_\_\_\_ Date \_\_\_\_\_ Mark Hoffer \_\_\_\_\_ Date \_\_\_\_\_ David Earley \_\_\_\_\_ Date \_\_\_\_\_

# GCC Tablecloths Use Policy

(For Grace Activities only)

Event Date: \_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

## Requesting Tablecloths

1. Tablecloths may be used if the activity is being held at Grace Chapel. The tablecloths cannot be used for functions off premises.
2. The number of cloth tablecloths you are requesting:

Round \_\_\_\_\_

Rectangular \_\_\_\_\_

## Use and treatment of Tablecloths

1. Plastic tablecloths must be used on main serving tables.
2. Cloth tablecloths may be used on tables other than serving.
3. After the event, you **MUST** pre-treat any stains prior to taking the tablecloths off the tables. Pre-treat is available in the kitchen. Please ask custodian if you need assistance.
4. Once stains are pre-treated, tablecloths may be gathered and left in the white laundry basket in the kitchen. Tablecloths are not to leave the church.

Please sign and date to indicate your understanding and compliance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Copy Sent:

Chair of Deaconess Board \_\_\_\_\_ Date \_\_\_\_\_ Mark Schoonover \_\_\_\_\_ Date \_\_\_\_\_ Mark Hoffer \_\_\_\_\_ Date \_\_\_\_\_

# Equipment Use Form

Set up and use of Grace sound, lighting and video equipment is to be done by approved Grace Technicians only! **Please contact David Earley, Director of Worship Arts, at least two weeks prior to your event** to ensure sound and other media requirements are available and ready for use.

Date of Request: \_\_\_\_\_ Event Date: \_\_\_\_\_

## Worship Center

**Instruments:**     Piano     Keyboard     Organ     Drums  
Stage Chairs # \_\_\_\_\_ Music Stands # \_\_\_\_\_

**Sound:**  
Microphones – Wireless Lapel # \_\_\_\_\_ Hand Held # \_\_\_\_\_  
Mic Stands # \_\_\_\_\_ Audio Monitors # \_\_\_\_\_  
 CD     MP3 Player     Flash Drive

**Video:** Projector/Screens (Please explain) \_\_\_\_\_

**Lighting:**     General Lighting – House Lights and Front Stage Lights  
 Full Stage Lighting (Please explain) \_\_\_\_\_

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_

## Upper Youth

**Instruments:**     Keyboard  
Stage Chairs # \_\_\_\_\_ Music Stands # \_\_\_\_\_

**Sound:**  
Microphones – Wireless Lapel # \_\_\_\_\_ Hand Held # \_\_\_\_\_  
Mic Stands # \_\_\_\_\_ Audio Monitors # \_\_\_\_\_  
 CD     MP3 Player     DVD     Flash Drive

**Video:**  Projector/Screen     Computer (we provide)     Computer (you provide)     HDMI     VGA

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_

## Hope Hall    Solar City    Adult Central

**Sound:**  
Microphones – Wireless Lapel # \_\_\_\_\_ Hand Held # \_\_\_\_\_ Mic Stands # \_\_\_\_\_  
 CD     MP3 Player     DVD

**Video:**  Projector/Screen     Computer (you provide)     HDMI     VGA

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_

### For Office Use Only

Sound Technician: \_\_\_\_\_ Video Technician: \_\_\_\_\_

Copy Sent: Person Responsible \_\_\_\_\_ Mark Hoffer \_\_\_\_\_ David Earley \_\_\_\_\_  
Date Date Date