

GRACE COMMUNITY CHURCH

Facility Use Guidelines

945 – 136th Avenue
Holland, MI 49424
www.graceofholland.org
(616) 399-1872
(fax) 399-1878

Facility Use Guidelines

GRACE COMMUNITY CHURCH, HOLLAND, MI

These policies, approved by the Consistory, shall guide the scheduling and usage of all church facilities. Policies changes and/or exceptions can be made by the Property Committee with the approval of the Consistory.

ADMINISTRATION

1. Copies of this policy shall be filed and available in the Church Office.
2. Master scheduling calendars (for the church building and the *Intersection*) shall be maintained by the Church Secretary under the direction of the Property Committee Chairperson.

STEPS FOR REQUESTING FACILITY USE

1. Persons requesting building usage must be 21 years of age or older and must be present during requested building usage, ensuring adherence to building policies.
2. Facility use requests will be processed through the Church Office. The Church Secretary will provide and review any pertinent guidelines with the person/group making a request and verify if the requested date is available.
3. If applicable, a completed *Facility Use Application* must be handed in to the Church Office for processing. Any applicable deposits are due with the application. Requested dates will not be held without deposit, when necessary.
 - a. Regular/ongoing Grace Community Church programs, activities, meetings and events do NOT require a completed *Facility Use Application* for usage. However, to ensure availability, church committees, ministries and staff must keep the Church Secretary informed of the days and times they will be using church facilities, providing as much advance notice as possible. Ministries, committees and staff are encouraged to provide the Church Secretary with an annual program calendar of meetings and events by September 1 of each program season.
 - b. Usage requiring a completed *Facility Use Application* includes, but is not limited to: weddings, rehearsals, receptions, wedding showers, funerals, anniversary open houses, concerts, special events, etc. All weddings must be approved by the Board of Elders.
4. Requests requiring approval shall be forwarded to the Property Committee Chairperson. Facility use approval will be granted with dual approval of the Property Committee Chairperson and a member of the Church Executive Committee.

SCHEDULING GUIDELINES

Member Definition: a baptized or confessing member of Grace Community Church. Member classification and rates may also apply to non-member adherents who regularly participate in the life and activities of Grace Community Church. All other persons are considered Non-Members.

1. Church sponsored programs and events take priority over other use. Youth ministry programs and events take priority over other use in the *Intersection*.
2. Member use takes priority over non-member use (if requests are submitted at the same time).
3. Church facilities are available for usage from 8:00 a.m. Mondays to 3:00 p.m. Saturdays, providing no regularly scheduled church program, committee or event is meeting. Clean-up necessary for Saturday events must also be completed by 3:00 p.m. unless otherwise arranged. Exceptions for use of church facilities after 3:00 p.m. on Saturdays must be approved by the Property Committee Chairperson.
4. Facilities must be reserved at least one week in advance (with the exception of funerals), but no earlier than one year in advance. Non-members may not schedule events more than two months in advance. Any exception to this guideline requires dual approval from the Property Committee Chairperson and a member of the Executive Committee.
5. Once a function (member or non-member) is scheduled following the above guidelines, that reservation will be honored.

USAGE GUIDELINES

1. Equipment, furnishings and/or church property is not to be removed from the premises without permission from the Property Committee Chairperson.
2. All major set-up (chairs, tables, etc.) and clean up is the responsibility of the party using the church facilities. All tables and chairs are to be returned to their original locations.
3. Freestanding or table decorations are encouraged. Decorations or signs are not to be put up on walls or church furniture using tacks, nails or tape. Exceptions must be approved.
4. The kitchen is to be left cleaned and arranged. All kitchen items are to be washed and returned to their original locations. Persons using the facilities are responsible for providing their own paper and plastic products.
5. Sanctuary furnishings may not be moved without approval. The organ and piano must remain in their proper locations.
6. Fluids and/or candles are not to be placed on organs, pianos or any electronic equipment. Plastic coverings must be placed under candle stands to protect carpeting. Only dripless candles are allowed in the Sanctuary.
7. Only a person approved by the Sound Committee may operate church sound, projection and/or lighting systems.
8. No food or beverage is allowed in the Sanctuary (except for sacraments).
9. No red, orange or grape drink is allowed on carpeted areas.
10. No alcoholic beverages, illegal drugs or weapons are allowed on the church grounds. No smoking in church buildings.
11. Rice, confetti, glitter or birdseed is not to be thrown in the church or on church grounds.
12. The church nursery is only to be used by children 2 years old and younger. Two adults or one adult and one teenager must be present to supervise nursery usage at all times.
13. Rooms are to be left in good condition, picked up, with windows closed/locked and lights turned off. The person who unlocks the door(s) is responsible for locking the door(s) at the conclusion of the event. In summary, please leave the building as you find it!
14. The person/group using the facility is financially responsible for expenses incurred of repairing/replacing items should damage occur. All damage to facilities or furnishings is to be reported within 24 hours to the Property Committee Chairperson.

FEES FOR CHURCH FACILITY USE (PER EVENT)

1. All fees (deposits AND rental fees) are due when date is reserved. The deposit and rental fees should be turned in with two separate checks. Checks are to be made payable to *Grace Community Church*. The deposit check will be returned provided the Guidelines are followed and the church facilities are left in proper condition.

2. Fees are for an event up to four hours in length, after which an additional \$25 per hour will be deducted from the refund. (Not including Intersection. See Intersection Rental Fees)
3. Wedding reservations include two hours of rehearsal time, after which an additional \$25 per hour will be deducted from the refund.
4. Fees include use of tables and chairs.
5. Arrangements for ministerial or accompanist services must be made separately.

Sanctuary

Member

\$ 75.00	Custodian Fee
\$ 50.00	Sound Technician's Fee (\$25 per hr. / \$50 minimum)
<u>\$ 25.00</u>	Deposit (Refunded provided the guidelines are followed and church is left in proper condition)
\$150.00	Total Fee – Due when date is reserved

Non-Member

\$150.00	Rental Fee (up to 4 hrs.)
\$ 75.00	Custodian Fee
\$ 50.00	Sound Technician's Fee (\$25 per hr. / \$50 minimum)
<u>\$125.00</u>	Deposit (Refunded provided the guidelines are followed and church is left in proper condition)
\$400.00	Total Fee – Due when date is reserved

Fireside Room (50 PERSON CAPACITY)

Member

<u>\$ 25.00</u>	Custodian Fee
\$ 25.00	Total Fee – Due when date is reserved

Non-Member

\$ 75.00	Rental Fee
\$ 25.00	Custodian Fee
<u>\$ 50.00</u>	Deposit (Refunded provided the guidelines are followed and church is left in proper condition)
\$150.00	Total Fee – Due when date is reserved

Downstairs Fellowship Room and Kitchen

Member

<u>\$ 50.00</u>	Custodian Fee
\$ 50.00	Total Fee – Due when date is reserved

Non-Member

\$200.00	Rental Fee
\$ 50.00	Custodian fee
<u>\$100.00</u>	Deposit (Refunded provided the guidelines are followed and church is left in proper condition)
\$350.00	Total Fee – Due when date is reserved

Intersection (Gym, Kitchen and/or Upstairs)

Member

<u>\$100.00</u>	Custodian Fee (not applied if guidelines are followed and Intersection is left in proper condition.)
\$100.00	Total Fee – (not applied if guidelines are followed and Intersection is left in proper condition.)

Non-Member

\$50.00	(per hr. / not to exceed \$400.00) Gym & Kitchen Rental
\$100.00	Custodian Fee
<u>\$100.00</u>	Deposit (Refunded provided the guidelines are followed and Intersection is left in proper condition)
\$200.00	(+Hourly Fee) Due when date is reserved

Additional Services

\$ 50.00	Sound Technician's Fee (\$25 per hour / \$50 minimum)
----------	---

Facility Use Application

Grace Community Church

Today's Date: _____ * Grace Community Member * Non-Member

Name of person requesting use: _____

Address: _____

Phone(s): _____

Email: _____

Date(s) of Activity: _____

Starting/Ending Times: _____

What is the building/room being used for: _____

Approximate number of people attending: _____

Room(s) you are requesting:

- * Sanctuary (church)
- * Fireside Room (church)
- * Downstairs Fellowship Room (church)
- * Upstairs Kitchen (church)
- * Downstairs Kitchen (church)
- * Classroom(s) #'s _____
- * Consistory Room (church)
- * Nursery (church)
- * Gym (Intersection)
- * Youth Room (Intersection)
- * Upstairs Room (Intersection)
- * Other: _____

I have read and understand the above Guidelines and agree to comply completely.

Signature: _____ **Date:** _____

If the function is a wedding, please fill out the lower portion

Bride's name: _____

Address: _____

Phone(s): _____

Church bride is presently attending: _____

Groom's name: _____

Address: _____

Phone(s): _____

Church groom is presently attending: _____

Pastor officiating the ceremony: _____

Pastor's denomination: _____

Who is providing pre-marital counseling: _____

For Church Use Only	
* Received Application on _____	* Okay on Church Calendar
* Received Fees Totaling \$ _____	* Copy to Church Custodian
* Final Approval (if necessary) by _____ on _____	(Property Chairperson)
Final Approval (if necessary) by _____ on _____	(Executive Member)