

Graham Covenant Church

GUIDELINES AND REQUIREMENTS FOR COMMUNITY USE OF FACILITIES

I. Facility Use Purpose

It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We value strong youth and children's ministries in the church and community, and we will give a high priority to their building use needs. We want these properties and facilities to experience maximum use for the greatest service according to our mission statement.

II. Facility Use Priorities

The use of facilities, grounds, and equipment shall be confined to Christian organizations, educational and social service agencies, and other character building functions whose work is in harmony with the purpose and mission of Graham Covenant Church.

First Priority Activities: Activities sponsored by the church. Events planned by its members primarily for the congregation or for outreach.

Second Priority Activities: Graham Covenant Church Member-Sponsored Activities planned by members of the congregation, but not planned primarily for the people of the church.

Third Priority Activities: Other Churches' and Christian Organization's Christian activities planned by and for the participants of other Christian Churches or organizations.

Fourth Priority Activities: Community Services Activities involving no specific Christian affiliation, but which do not conflict with the principles of Graham Covenant Church.

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III. Scheduling Procedures

- Policies, procedures, and guidelines are administered by a designated member of the Church staff in conjunction with the Property Ministry Team.
- Facilities are available based on the Graham Covenant Church priorities listed previously.
- All requests for facility use must be submitted on a "Facility Use Request" form before final approval. This form may be obtained from the church or downloaded from our website. The completed form is then returned to the church office. The application will be promptly reviewed by the designated church staff member or ministry volunteer. The applicant will then be informed of the decision.
- The date on which the form is received will establish the priority of the request when there is more than one request for the same space.

IV. Rental Fees and Payment Guidelines

Rental Fees: \$50 for 1 - 4 hrs; \$50 for each additional 4-hr block

- Fees are not charged for Graham Covenant Church sponsored events
- Fees may not be applicable for a limited number of outside uses
- Fees are charged for member special events (weddings) and non-church sponsored events to cover the direct cost of custodial services, utilities, sound/light technicians, etc.
- All deposits are due at time of approval by Church.
- Full fees are due 1 week in advance of event.
- Room fees are based on a four (4) hour minimum.
- Space will be inspected by a custodian and the designated staff member following use and damage deposit will be returned within ten (10) days. User group will forfeit damage deposit if facilities are misused.
- Groups using the facility routinely must establish an appropriate payment schedule.
- **Wedding procedures will be covered separately and handled by the Wedding Coordinator/Facility Rental Team Leader.** The fee for rental of the sanctuary for weddings for non-members is \$500.

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V. Liability Insurance

- Renters need to have liability insurance of their own
- Renters need to provide a certificate of insurance to us naming the church as "Additional Insured"

VI. General Facility Use Guidelines

Respect For Facility: The church facility should be treated with respect at all times and every effort made to leave it in as good or better shape than it was found.

Partisan Political Events: To preserve our tax-exempt status, no partisan political events will be scheduled.

Revenue Generating Events: Revenue generating events shall be discouraged unless they benefit or are in the best interest of the ministry of Graham Covenant Church.

Commercial Activities: No commercial activities will be allowed.

Use of Sound & Light Equipment: GECC-owned sound & light equipment will only be used by a GECC trained technician, with prior arrangements as designated on the Facilities Use form. Renters may provide their own sound and lighting equipment but it must be run through their own cables and systems – outside systems cannot be interconnected with the GECC sound system. If this renter-provided equipment is used in the Sanctuary, special arrangements must be coordinated one week in advance with the GECC worship team instrument owners so they can remove their equipment.

Renter provided sound equipment and cables should be marked with the renter's name or organization so that it will not be intermixed with GECC or worship team members' private equipment.

The microphones, electronic drums, amplifiers, keyboards, synthesizers, electronic pianos, and electronic organ are the personal property of worship team members and are not available for rent or use. Renters must provide their own microphones, cables, and instruments.

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The Worship Team storage area is off limits to all non-worship team members and shall never be used for the storage of outside equipment or supplies.

Organ and Piano Use: The consol organ and grand piano may be available for practice to approved persons from within the church fellowship at no charge. Use of these instruments must be scheduled through a designated worship team staff member.

Gambling & Addictive Substances: Gambling or the use of drugs, alcohol, or tobacco is not permitted anywhere on church property.

Facility Event Supervision: All facility use activities must be well supervised in order to ensure participant safety and proper treatment and care of the facility. The individual named on the Facilities Use form will be responsible for proper behavior of the group, care of the facilities, and for lock-up of the facility if needed. Priority groups three and four are required to have a custodian in the facility during activities. The custodian will be responsible to ensure proper care and security of the facility.

Time Limitation: Use of the church after 10:30 p.m. must be requested and approved through the application process.

Safety: Safety and respect for the facility are very important. Running and rowdy activity is not appropriate in the sanctuary, hallways, CE building, and classrooms unless part of an organized and approved activity. Activities that may be potentially harmful or unsafe are also not allowed (i.e. standing on tables) and exit signs must remain visible at all times. Capacity limits for each room must be followed in order to comply with fire code.

Tape, Tacks And Nails: Tape, tacks, nails, or other penetrating objects are not to be used on walls or woodwork anywhere in the building. Also, Duct Tape is hard on carpet and should not be used.

Animals: The only animals allowed inside the facilities are service animals.

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VII. Use of the Kitchen:

Our kitchen facilities are not commercial grade.

Food Service Permits: Due to governmental regulations, food service at a public event are subject to the health code requirements and may require a temporary food service permit that will need to be obtained by the renter or their caterer.

Church dinners, weddings, family reunions or other private events that are attended by invitation, are for members only or are not advertised are not construed as public events. Private events do not require a temporary food service permit.

VIII. Facility Lock-up and Security:

- A Facility Lock-up and Security checklist will be provide to the identified responsible person at the time of application approval.
- A custodian or other authorized church representative must be present and responsible for securing the building for all priority 3 and 4 activities.

QUESTIONS: If you have questions about this Facility Use Policy please contact the church office at 253-847-2223.