

**GRACE CROSSING, A COMMUNITY CHURCH OF CHRIST**  
**FACILITIES USE POLICY AND REQUEST FOR ROOM RESERVATION**

*We want our facilities be used to glorify God so that His people might be a light to a the world. Policies and procedures are necessary so that our members, our ministries, and those from our community know how to coordinate efforts and care for our facilities in an appropriate manner. This policy applies to indoor and outdoor facilities used. Thank you for your cooperation.*

**FACILTIES USE POLICY**

1. All use of the facilities must be scheduled and approved through the church office. All functions must adhere to 501 (c) 3 regulations. No function can be for personal or business gain such as a “Tupperware party” or other event which solicits the sale of products or services. Any fundraising or profitable event such as a garage sale or auction must have all or most of the proceeds benefit a non-profit ministry approved by the church.
2. All functions on a Saturday must be completed and cleaned-up by 7pm.
3. A separate Event and Room Request form must be completed for each date requested, except for regularly scheduled weekly or monthly events, if indicated. All reservations will be kept on a master schedule in the church office.
4. Church functions have first priority for facility use. Permission for other usage may be granted with the understanding that cancellations may be issued as necessary. Those who do not reserve facilities will find them available only if no prior reservation has been scheduled.
5. For events that require prior set-up, the facility must be reserved for that time as well.
6. Certain activities may require hiring the services of one of our sound technicians in addition to the general fees as noted on page three.
7. Individuals requesting use of any part of the facilities must be responsible for coordinating entry to the facility.
8. No children are allowed in any part of the facilities without adult supervision. No silly string may be used in our facility.
9. Activities and behavior should be in a manner befitting the church, its teachings and its surroundings.
10. Alcoholic beverages and illegal drugs are not permitted on church property/grounds at any time.

**GRACE CROSSING, A COMMUNITY CHURCH OF CHRIST**  
**FACILITIES USE POLICY AND REQUEST FOR ROOM RESERVATION**

11. No smoking is allowed anywhere within the facility at any time.
12. Food in the facilities is limited to scheduled events when cleanup is anticipated and arranged for by those sponsoring/hosting the event.
13. Trash and food should be emptied and placed in the dumpster immediately following functions. Dirty diapers must be taken to the dumpster before you leave the premises.
14. Kitchen paper products are not provided by the church. Please follow rules posted in the kitchen.
15. Individuals using the building are expected to exercise utmost care in its use; to replace or repair any missing or damaged property or equipment; and to provide adequate supervision of participants. Only the space, rooms and/or equipment requested and approved may be used. User accepts all liability for safety of participants and agrees not to hold Grace Crossing A Community Church of Christ liable for any injury or damage resulting in their use of the facility. A signed Facilities Use Agreement is required. Organizational Users must submit proof of a minimum of \$1,000,000 liability insurance.
16. All onsite childcare must be approved and coordinated with the Children's Family Minister. No childcare may be provided on site except through the Children's Family Ministry and with the use of Children's Family Ministry Team Members.
17. Facilities, tables, chairs, mats, etc., must be returned to the same position as found upon arrival and room(s) must be left in a clean and orderly manner before leaving the premises. Trash is to be taken outside to the dumpster.
18. Children are not to be left unattended in the Nursery or Preschool rooms. All toys are to be picked up and placed back where they belong. Dirty diapers are to be taken to the dumpster before leaving the premises.
19. Table cloths are to be laundered and returned where you found them within two days following your event unless prior arrangements are made.
20. No tape or decorations are to be left on any walls, floors, doors, windows or ceilings. No one may remove any church advertising or posters without permission.

**GRACE CROSSING, A COMMUNITY CHURCH OF CHRIST**  
**FACILITIES USE POLICY AND REQUEST FOR ROOM RESERVATION**

**GENERAL FEES AND DEPOSITS**

**Building Use Fee** for Functions by Member:

<b>Deposit + Set up/clean up fee</b>	<b>\$ 300</b>	(\$150 refunded after facility inspection)
Worship Center	\$ 100	
Large Classroom	\$ 50	
Youth Center	\$ 100	
Student Center	\$ 100	
Great Room	\$ 100	
Atrium	\$ 100	
Prayer Garden	\$ 50	
Pavilion	\$ 50	

**Building Use Fee** for Functions by Non-Member:

<b>Deposit + Set up/clean up fee</b>	<b>\$ 300</b>	(\$150 refunded after facility inspection)
Worship Center	\$ 300	
Large Classroom	\$ 100	
Youth Center	\$ 300	
Great room	\$ 200	
Atrium	\$ 200	
Prayer Garden	\$ 200	
Pavilion	\$ 200	

The standard building usage fee for parties and events is for three hours or less. Events longer than three hours will be charged \$50 for each additional hour.

**Exceptions:**

For Members only

- In lieu of a cleaning fee: Host does the complete set-up, clean up and take-down, restoring the room to the original set up.
- Church Wide Events – No Deposit or Fees

<b>Sound/Lighting/Video Tech</b>	Worship Center	\$200 (first 3 hrs.)
	Youth Center	\$150 (first 3 hrs.)
	Prayer Garden	\$150 (first 3 hrs.)
	Pavilion	\$150 (first 3 hrs.)
	All other rooms	\$100 (first 3 hrs.)

Due to the complexity of the equipment, trained technicians are required to operate the equipment. Technicians will be at the discretion of the Worship Arts Minister.

**GRACE CROSSING, A COMMUNITY CHURCH OF CHRIST**  
**FACILITIES USE POLICY AND REQUEST FOR ROOM RESERVATION**

Deposit:

A \$300 deposit is required no later than 2 weeks prior to event. \$150 will be refunded after inspection of the facility, provided no penalties are assessed.

**WEDDINGS:**

See Wedding Policy & Procedures for details regarding weddings.

**KITCHEN USE POLICY**

Please be considerate of others when using our kitchen by following these instructions.

1. Wash dishes, dry them and put them away.
2. No one is to transfer utensils or appliances from one kitchen to another without permission. If any items are moved from one kitchen to another, all items must be returned to their original location at the end of the event.
3. Clean coffee pots.
4. Clean sinks and wipe down cabinet tops.
5. Clean microwave, if used.
6. Clean stove top and any spills in oven.
7. Keep refrigerator clean; take leftovers home.
8. Place wet dishcloths and towels in laundry basket provided.
9. Take trash to the dumpster and place new trash bags in containers.