

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

We desire our facilities be used to glorify God and that His people might be a light to a troubled 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.

FACILITIES 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 9pm
3. A separate Event and Room Request form must be completed for each date requested, except for regularly scheduled weekly or monthly events, provided that you indicate such. 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 obtaining 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.
11. No smoking is allowed anywhere within the facility at any time.

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

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 except with pre-approved permission. 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.
16. All onsite childcare must be approved and coordinated with the Childcare Ministry Team Coordinator. No childcare may be provided on site except through the Childcare Ministry and with the use of Childcare 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

Church Functions – No fees or deposits

Deposits for Personal Function by Member:

Worship Center	\$ 50
Large Classroom	\$ 25
Student Center	\$ 50
Great Room	\$ 50
Atrium	\$ 50

Non-refundable Deposits for Functions by Non-Member:

Worship Center	\$ 150
Large Classroom	\$ 50
Youth Center	\$ 150
Great room	\$ 100
Atrium	\$ 100

A standard \$100 building usage fee for parties and events of three hours or less will be charged. Events longer than three hours will be charged \$50 for each additional three hours.

Sound/Lighting Technician – Worship Center \$150 (first 3 hrs.)
Student Center \$100 (first 3 hrs.)

Video Technician - \$75 (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.

Additional fees for set-up/clean-up for Banquets or Parties:

1 – 19 tables - \$100
20 – 24 tables - \$150
Over 25 tables - \$200

WEDDINGS:

All weddings are to be coordinated through the Wedding Ministry.

No weddings will be allowed later than 3:00 p.m. on Saturday. (This is to allow time for our maintenance staff to make preparations for Sunday morning worship.)

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

MINISTERS:

Any couple that desires to use the Grace Crossing building for their wedding is free to ask any of the ministers on staff to officiate the marriage ceremony. Every minister strongly recommends pre-marital counseling as preparation for the marriage itself. An initial interview will provide the couple with an overview of what will be involved in the 4 – 5 sessions. Sessions will deal with the basic meaning of marriage, roles, communication, finances and the sexual and spiritual aspects of marriage. The ministers and shepherds of Grace Crossing are eager to help each new home be established on the unshakable foundation of Christ and the Bible.

If a couple would prefer someone not on staff at Grace Crossing to perform their marriage ceremony, it should be pre-approved by staff before a commitment is made. The entire marriage ceremony should be respectful to God, tasteful and appropriate as a commemoration of a covenant with each other and with God. Staff must first approve any unusual or innovative feature that you wish to include in the ceremony.

MUSICAL INSTRUMENTS:

1. Each wedding will be treated as a separate event.
2. If you wish to use live musical instruments at the Grace Crossing building for a wedding, a written request must be turned in before the wedding explaining the type of music and instrumentation you wish to use. (You will be responsible for the delivery and pick-up of any musical instruments and scheduling of such with the office.)
3. All requests must be in writing and attached to your wedding request form.
4. Evaluation of each request with permission or rejection will be granted within 10 (ten) business days after request is turned in.

DECORATING:

All decorating for the wedding will need to be done on the day of the wedding.

RESPONSIBILITIES:

You will be responsible for:

- ◆ Setting up the area
- ◆ Cleaning up the area
- ◆ Coordinating with the office for scheduling the opening and closing of the building and air conditioning

FEES FOR MEMBERS:

- ◆ \$100 deposit
- ◆ \$200 wedding only
- ◆ \$300 wedding and reception or rehearsal dinner
- ◆ \$500 wedding, reception, and rehearsal dinner

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

FEES FOR NON-MEMBERS:

- ◆ \$200 deposit
- ◆ \$400 wedding only
- ◆ \$500 wedding and reception or rehearsal dinner
- ◆ \$700 wedding, reception, and rehearsal dinner

Please write separate checks (deposit and usage). Deposit is due at booking. Total fee is due 30 days prior to wedding. The above fees do not include sound/lighting or video technician, set-up, wedding ministry, or clean-up.

ADDITIONAL GUIDELINES FOR OVERNIGHT ACCOMMODATIONS

1. A deposit of \$100 - \$150 is required for any group requesting to stay overnight in our facilities (depending on size of group/number of nights). \$50 will be refunded if all of the guideline requirements are met. If your reservation is canceled, we will refund your entire fee.
2. Groups will be expected to use only the areas designated to them.
3. Leaders will supervise use of restrooms and make sure they are kept in a clean and orderly manner during their stay.
4. Groups who eat meals in our facilities will provide their own paper products or replace any items they use.
5. Any items moved to accommodate your group must be returned to the proper locations.
6. Upon departure, group leaders will walk through all the rooms used, making sure items were not left behind and to ensure the rooms are in order.

NOTE: Please call the church office a few days before your stay to arrange for a key or someone to meet your group.

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

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.
10. The floor must be swept and mopped.
11. .