

GRACE PRESBYTERIAN CHURCH OF ARLINGTON, TEXAS

FACILITY USE POLICY

1. RESPONSIBILITY

The Grace Presbyterian Church ground and building facilities will be managed by the Building and Grounds Ministry in accordance with established policies approved by the Session.

2. UTILIZATION

Any utilization or activity should be compatible with the capability and functional purpose of the equipment and in the area in which the activity is to be held. Any utilization or activity not covered in these policies and guidelines must be submitted to the Building and Grounds Ministry.

3. PRIORITY OF FUNCTION OR ACTIVITY

- 3.1. Worship Services including members and their families' weddings and funerals.
- 3.2. Christian Education (Adult, Youth, Children, Music Practices)
- 3.3. Church committee and organization activities
- 3.4. Group activities hosted by church members
- 3.5. Church sponsored youth organizations
- 3.6. All other groups

4. SCHEDULING

- 4.1. All activities and use of the property should be scheduled at least 14 days before the event.
- 4.2. An Activity Use Form (on-line form at gpcarlington.org or Attachment A) is to be submitted to the church secretary designating each time an activity will be held through the year for recurring events. Date and time will be coordinated by the church secretary, review and approval of the request will be made by the Building and Grounds Liaison or one of the Building and Grounds Ministry Chairpersons.
- 4.3. Reservations can only be confirmed by the church secretary during office hours.
- 4.4. The requested activity will be reviewed, approved, fees assessed if required (See paragraph 11, titled "Fees") and posted on a master schedule (church calendar), showing the name of the activity, area of the church to be used, and type of activity.
- 4.5. The scheduling priority will be on first come first serve basis. If a conflict arises then the order of priority defined above will prevail (See Paragraph 3, "Priority of Function or Activity"). The Building and Grounds Ministry assisted by the Church Office and the affected parties will resolve any scheduling conflicts with an attempt to meet everyone's requirements.
- 4.6. Verification of Approval
 - 4.6.I. The church secretary will attempt to communicate approval of facility use, but the requesting organization, event or family point of contact is responsible for contacting the church secretary during office hours to verify the requested activity was approved.
- 4.7. Activity Use Form (Attachment A) Content
 - 4.7.1. Date of Submittal
 - 4.7.2. Organization I Point of Contact Information
 - 4.7.3. Area of Building or Facility Requested (e.g, Sanctuary, Kitchen, Hallway, Specific Room, Parking Lot. Prayer Garden, etc.)
 - 4.7.4. Type of Activity Definition (Wedding, Meeting. Scout Troop, Other)
 - 4.7.5. Date and time of Activity
 - 4.7.6. Identification of individual responsible for clean-up and building security
 - 4.7.7. Identification of Special Arrangements required to meet needs

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5. CLEANLINESS

It is the responsibility of each group participating in the activity or meeting to clean up all areas used and return all furniture and/or equipment to the proper place before leaving the facility.

If upon arrival you find the area of the facility you will be using in need of repair, please contact the church office immediately. Considering the situation, the Building and Grounds Ministry will determine if a fee for non compliance will be charged to the previous user.

6. CHILDCARE

- 6.1. When childcare is needed, each organization or group must use the agency contracted by the church to ensure compliance with the church's child protection policies. Special arrangements may be used if approved by the Child Protection Administrator, Children's Education Ministry, and the Building and Grounds Ministry.
- 6.2. When Grace Presbyterian Church childcare facilities will be used, the Activity Use Form must indicate a need for additional space for childcare (nursery and or toddler room).
- 6.3. Childcare expenses will be considered to be in addition to any other assessed fees and will be the responsibility of the using organization.
- 6.4. When the childcare facility is used, please return the room to it's original condition prior to leaving following the guidelines described in room

7. SECURITY

The objective of the Building and Grounds Ministry is to provide a safe and secure place for our congregation and friends of our congregation to worship and have fellowship. As users of the facility each of us has an obligation to make that a reality by sharing the responsibility and playing an active role in providing that security while we are using the facility.

7.1. Building Use

- 7.1.1. Responsibilities of the organizations point of contact (as identified on the Activity Use Form)
 - 7.1.1.1. Turn the lights off
 - 7.1.1.2. If the thermostats were adjusted to suit comfort return them to their original setting
 - 7.1.1.3. If during the course of using the facility any damage to the building, equipment or furniture occurs the point of contact is requested to report the damage in writing to the church office, specifying the circumstances that resulted in the damage. If applicable all or a portion of the repair fees will be assessed to the responsible user at the discretion of the Session.
 - 7.1.1.4. Secure the Building -Assure all doors are locked

8. BULLETIN BOARDS AND WALL USE

Items place on the bulletin boards should be dated and will be monitored and removed accordingly by the responsible organization. Building and Grounds and Christian Education Session Liaisons or their designees must approve anything considered permanent such as pictures, plaques, bulletin boards, etc. hung in hallways or in classroom areas respectively.

- 8.1. Guidelines for posting items on walls and windows for display purposes:
 - 8.1.1. Approved items must be hung with poster putty and/or limited amount of staples or push pins
 - 8.1.2. To prevent permanent damage, absolutely no posting of materials is allowed on any wooden door.

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8.1.3. It is recommended that poster putty or suction cups be used to post items on glass or windows. If tape is used please assure the adhesive residue is cleaned off the glass upon removal of the item.

9. SMOKING AND ALCOHOL

Smoking in the building is prohibited.

Consumption of alcoholic beverages on premises is prohibited.

10. PERMISSION TO USE CHURCH EQUIPMENT

10.1. Who can check out equipment

10.1.1. Staff and members of Grace Presbyterian Church

10.2. Equipment available for "Check Out"

10 2.1. Folding Tables (rectangular and round)

10 2.2. Folding Metal Chairs

10 2.3. Other equipment upon approval of Building & Grounds and/or Session.

10.3. Equipment Return

10.3.1. It is requested that the user attempt to return equipment no later than the next scheduled Sunday Morning Worship.

10.3.2. Users are requested to return the equipment in as good or better than condition then when it was picked up

10.4. Property Check Out Process

10.4.1. Church property can only be removed from the premises by permission of the Building and Grounds Ministry. Authorization by the Building and Grounds Session Liaison, Building and Grounds Ministry Moderator or by the Church Secretary after coordinating the loan with one of the aforementioned individuals.

10.4.2. Prior to removal the "Equipment Removal Check Out Form" must be completed, submitted and approved. The form is available in the church office; If a last minute need is identified the process can be expedited by contacting the Building and Grounds Session Liaison or Building and Grounds Ministry Moderator for approval.

10.5. Damage to Equipment

10.5.1. User is responsible for reporting any damage to the equipment to the Building and Grounds Ministry. If damage is the result of negligence versus normal wear and tear, consideration for compensation by the user will be made at the discretion of the Building and Grounds Ministry and the Session.

10.6. The Equipment Check Out Form (See Attachment B) includes the following:

10.6.1. Name and telephone number of the responsible individual

10.6.2. Description and quantity of requested equipment being removed

10.6.3. Pick up date for approved equipment

10.6.4. Return date for approved equipment

10.6.5. Approval Signature and Date

10.6.6. Returned date and signature

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11. FEES

For Activities over and above those sanctioned by the Session of Grace Presbyterian Church

11.1. Activities considered outside of the fee structure

11.1.1. All church related events (e.g. worship, Bible study, music practices, Youth Group events, ministry meetings, Cleanup Days, all church chartered organizations)

11.1.2. Events reviewed and approved by the Session

11.2. Fee Structure

11.2.1. The fee schedule for the use of church facilities will be reviewed and approved by the Session. Expenses including but not limited to utilities, short and long term building maintenance expenses and other out-of-pocket expenses are considered when assessing a building use fee.

11.2.2. Applicable fees are due ten days prior to the scheduled event See the following fee schedules for the church facilities.

11.2.3. See the Wedding Policy for requirements and fees associated with Weddings.

Fee Schedule			
<i>Area</i>	<i>Deposit</i>	<i>Member</i>	<i>Non-Members**</i>
Sanctuary	\$50.00	\$35.00 per day	\$12.50 per hour
Sanctuary & Kitchen	\$50.00	\$50.00 per day	\$25.00 per hour
Sanctuary, Kitchen, & Nursery	\$50.00	\$50.00 per day	\$25.00 per hour
Narthex or Hallway	\$20.00	\$20.00 per day	\$ 6.50 per hour
Classroom or Nursery	\$20.00	\$10.00 per day	\$ 2.50 per hour
Audio/Visual Equipment ***	\$25.00	\$25.00 per day	\$12.50 per hour
Childcare	Agency rate contracted by Grace Pres.		

** Non-member rate is per hour with a 4 hour minimum.

*** Audio/Visual Equipment to be used only by a church trained person

11.3. Cancellation refund policy for fee assessed activities

11.3.1. Full refund three days before even

11.3.2. One half refund within 3 days of event

Approved by Session:

September 13, 1994

Revised and approved by Session:

March 9, 2004

Revised and approved by Session:

November 9, 2010

Revised and approved by Session: