



GRACE COMMUNITY
Welcome. Love. Serve.

BuildingUsePolicy

Grace Community United Methodist Church
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NOTE: The Wedding Policy Agreement will be reviewed by Grace's Director of Operations and Board of Trustees may be added to the Appendix in 2017.

Guidelines for Use of Church Facilities

“Christ, through Grace, restoring lives and transforming seekers into servants”

The purpose of our church facilities is to help implement the ministry of Grace Community United Methodist Church in nurturing its members, extending its Christian witness beyond our membership, and in strengthening the bonds of Christian friendship by maintaining and extending enriched programs, activities, and services for all ages.

Grace Community UMC strives to be a safe and healing place for ALL people. We believe in the scriptural call to Welcome. Love. Serve.

All programs shall be in keeping with the mission and purpose of Grace Community UMC and conducted with concern for personal health, safety, and preservation of the property.

Classification

- Group A: Any group that is a part of the ministry of Grace Community UMC (i.e., Youth, Adult Spiritual Formation, Caring/Missions groups, etc.).
- Group B: Community groups sponsored by Grace Community and approved by the Board of Trustees (i.e., Scout Troops, AA, etc.).
- Group C: Any civic, community, educational or character building group not falling under group A or B, but approved by the Board of Trustees (i.e., BSF, Personal Events, etc.). Profit making commercial enterprises generally may not use the facilities; however, a group that is deemed to have outreach quality may present their request for approval.



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SCHEDULING

- A. The use of the facility is on a “*first come – first served*” basis. Use by groups B or C is to be considered only when there is no conflict with the activities of the church. Groups may make reservations for church facilities up to 6 months in advance. For those groups requesting an ongoing use of the facilities, reservations may be changed or cancelled if a church need arises during the requested time (i.e., VBS). All groups requesting use of the facilities should understand that unforeseen needs may come up (i.e., funerals) and the need to cancel or reschedule events may be required.
- B. Classrooms and other areas will be assigned according to current group needs, space requirements and availability. Due to the various schedules of the number of groups using the facilities throughout the year, flexibility must be maintained. No group shall “lay claim” to any particular area.
- C. For use of the facilities by outside groups, a designated person must complete the Building Use/Room Request Form, must be present during the entire time of the function, and this person must accept full responsibility for the facilities. This person will carry the responsibility of securing the facilities following the event unless a church custodian is on site at the end of the event. This includes adjusting all air conditioning units, turning off lights, and locking doors as applicable. The Building Use/Room Request Form is attached in the Appendix.
- D. Any group desiring to use the facilities of the church shall make reservations with the office administrator who will seek appropriate approval. The master calendar is to be maintained by the office administrator. A *Building Use/Room Request* form must be completed, approved and all fees (if applicable) paid in advance. *The designated representative for the group will be contacted by the Office Administrator once the request is approved.* Building use fees may be charged to those classified as Groups B or C based on the costs incurred by the church as a result of the event. Fees will be determined using the attached schedule of fees as a guideline for new usage requests made after January 1, 2017. *Additional fees may apply if additional costs are incurred by the church as a result of the event (i.e., maintenance staff required for set up or teardown, additional cleaning required, additional supplies used, etc.)* These fees will be retained by the church or disbursed as necessary. For groups that have been routinely and are currently allowed to use our church buildings or rooms at no required charge, no fee will be imposed without thorough investigation, discussion, and consideration by the Director of Operations, the Board of Trustees, the Finance Committee, the



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Leadership Team, and the Lead Pastor, and consultation with an appropriate commercial real estate expert.

- E. Depending on the type of activity, the Board of Trustees may determine that a user must provide a Certificate of Insurance (COI) and either list Grace as a “holder”, or if necessary, list Grace as an “additional insured” on their policy. If required, insurance coverage amounts will be determined by the Board of Trustees.
- F. If the church is not going to be open during an event, keys may be checked out from the business office during normal operating hours of 8:30 am – 5:00 pm, Monday – Thursday. The keys must be returned as soon as possible, not to exceed 72 hours, after the event.
- G. All groups are responsible for set-up, clean-up, removal of equipment and decorations brought into the facilities, and leaving the facilities in the same condition as they were found. This should occur immediately following the event. This includes the proper disposal of trash.
- H. The need for a nursery may be indicated on the *Building Use/Room Request* form for those Groups classified as A or B. A copy of this form will be forwarded to the Nursery Director. *The nursery times will be calendared and the designated contact person for the group will be notified upon approval.*
- I. See brochure of Wedding Policy Agreement for questions regarding requirements and fees. Anniversary Renewal Services and Receptions are subject to the same guidelines and fees outlined in the Wedding Handbook. Weddings are to be included on the official calendar.



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GENERAL RULES

- A. No alcoholic beverages or fireworks are allowed in the buildings or on the premises. No tobacco use is allowed in the buildings.
- B. A group must confine its activities to the room(s) requested and granted to avoid conflicts with other scheduled activities.
- C. Any children accompanying group members must be supervised at all times and must remain in the areas granted. The playgrounds are not to be used except for events sponsored by Group A under the supervision of the nursery staff.
- D. The use of the kitchens must be requested and approved on the application form. Groups B and C may not use the supplies of the church unless specifically approved. They must furnish their own supplies (i.e. paper plates, cups, napkins, paper, pens, pencils, etc.)
- E. No signs or advertisements are to be posted unless specifically approved through the church office.
- F. All directional signs posted for your event both inside and outside the church must be removed following the event.
- G. No nails, tacks, screws, or tape may be used on the painted wooden or metal surfaces inside or outside the buildings. Tape may be used on glass surfaces. No nails, tacks, screws, or holes can be drilled in the brick walls. Signs/notices must be hung in designated areas (bulletin boards, easels, etc.). A reusable adhesive, i.e., "FUN TAK" must be used to hang posters, etc., on the walls. Do not use thumb tacks.
- H. No roller skates, bicycles, skate boards, or pets can be brought into the buildings. *Pet Exceptions: American Disabilities Act (ADA) compliance and the Annual Blessing of Pets.*
- I. The office area is not to be used unless authorized. Office equipment is to be operated only by trained staff of Grace Community or approved volunteers. Office equipment will be used only for furthering the ministries of the Church. No personal use is permitted.
- J. Only trained and authorized people will have access to the sound booth, video room and music equipment.



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Grace Community United Methodist Church Warehouse Usage – Additional Guidelines

1. PURPOSE: Grace Community United Methodist Church (Grace) facilities, located at 9400 Ellerbe Rd., Shreveport, LA 71106, are utilized to further our Vision: *“Christ, through Grace, restoring lives and transforming seekers into servants.”* Ministry at our facilities is not only how we serve others but how we connect to one another. Through Bible studies, small groups, working side-by-side in Welcome and Worship related ministries, through playing and praying together, we create the relationships that make us a community of faith.

2. SCOPE: This policy is designed to establish standards in how the *Warehouse* is utilized and to ensure accountability by those whom are approved to utilize the facility.

3. PROCEDURES:

A. Scheduling and use of the Warehouse will follow the existing policy, “Building Use Policy”, for either day use or overnight lodging.

B. Grace Board of Trustees, as acting designee, reserves the right to refuse rental and/or use of facilities to any group or organization when it is deemed not in keeping with the mission and purpose of our Church, or if there are concerns for public safety.

C. Use of the Warehouse may only be scheduled around regular church activities/events and is subject to be canceled or rescheduled if urgent Grace needs arise.

D. All approved activities/events must be supervised by an appropriate ratio of qualified adult supervisors per *Grace Safe Sanctuaries Policy*, a copy of which is attached in the appendix Youth (anyone below the age of 18) are not to be left unsupervised at any time.

E. Fees:

- 1) There will be a \$100 fee assessed to help defray some of the associated utilities and maintenance costs for the facility.
- 2) A \$300 deposit (\$100 fee plus \$200 security deposit) per rental activity/event is due prior to occupancy. The \$200 security deposit is refundable depending on the outcome of the departure inspection by a Board of Trustees member or designee. Should damage be discovered, equipment determined to be missing or other concerns regarding the status of the Warehouse, the security deposit will be withheld and the



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Board of Trustees Chair will be promptly notified by the designee or Grace staff member.

- 3) Any appeals regarding deposits being withheld must be placed in writing and submitted to the Board of Trustees for evaluation.
- 4) Additional fees may be required as set forth in the *Schedule of Fees*, found in the Appendix.

F. A Board of Trustees member, or designee, will inspect the building prior to and an approved activity/event at the Warehouse. Additional fees may apply, if extra costs are incurred by Grace as a result of the approved activity/event (e.g., maintenance staff required for set up or teardown, additional cleaning required, additional supplies used, damage, missing equipment, etc.).

G. Use of Grace facilities and equipment is strictly limited to the activity/event that is agreed upon in the signed contract. Additional written (and signed by both parties) approval must be completed before any additional activity is permitted.

H. For the purposes of the *Warehouse Usage Policy*, the use of alcoholic beverages, tobacco products (including electronic vapor cigarettes), controlled substances or drugs/medications, other than those prescribed by a licensed physician and only utilized by those whom the drug/medication is prescribed, or OTC medications approved by parent or guardian, is strictly prohibited. Should this trust be violated, Grace has the right to suspend/terminate the function immediately with a penalty of loss of all fees.

I. Do not leave valuables unattended or unsecured. Electronic communication devices, wallets, purses, musical instruments are all examples of things that can be easily removed when left unattended. Grace is not responsible for lost or stolen items.

J. Cooking is only permitted in approved areas (e.g., Warehouse Kitchen, outside grill or pit) and under appropriate supervision. Bottled gas and charcoal grills are permitted on the Warehouse Patio. However, open pit-type fires are not allowed on the patio; if used, they must be at least 25' from any building.

K. A safety briefing will be conducted by a Grace representative to a minimum of the group's adult leadership/supervision, before they are permitted to use facility. Example of topics to cover:

- 1) Show fire exists and explain the need to keep fire exits unblocked,
- 2) no unattended lit candles,
- 3) fire extinguisher location and how to use,
- 4) demonstrate use of kitchen appliances,
- 5) keep sprinkler heads clear by at least 18" and do not hang anything from them,



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- 6) emergency utility shut-offs,
- 7) make sure they know the Warehouse address in case they must call 911 for an emergency,
- 8) who to call if something requires repair, etc.

L. Before leaving the visiting group is responsible for:

- 1) emptying and consolidating all trash into bags and place in dumpster,
- 2) removal of all visitor's food items is discarded from the refrigerator,
- 3) cleaning kitchen area and utensils,
- 4) cleaning bathroom & shower areas and being sure to remove all personal items,
- 5) placing porch chairs, tables and trash cans in an orderly manner,
- 6) placing all interior chairs, couches and other furniture in original order.

M. Activity/Event leaders must provide Grace representatives with emergency contact information. Likewise, Grace will provide the name(s) of appropriate Grace representatives so that activity/event leaders have the ability to inform Grace of any issues, concerns or accidents while utilizing the Warehouse. Should an accident occur, the activity/event leader must provide Grace with an immediate initial phone call to explain the nature of the accident. The activity/event leader will also be required to provide a written report to The Board of Trustees detailing the nature of the accident (e.g., who, what, where, when, why) and an assessment of cause.

