

Grace Hill Church Facility Use Policy

PURPOSE OF FACILITY AND APPROVED USERS

Grace Hill Church's facilities were provided through God's blessing and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory.

Approved users of church facilities are members in good standing. The use of the facilities by non-members is prohibited unless approved by the elders and affirmed by the church at a members' meeting.

PROCEDURES FOR SCHEDULING USE

1. Any member wishing to use the church facilities must complete the "Facility Reservation and Agreement Request Form." The Facility Request Form will be online at www.gracehillchatham.com/facilityrequest. Hard copies may be made available at the church office.
2. Requests for use must be made at least **one month before** the event date. However, as a general rule, facilities may not be reserved more than 90 days in advance, except for weddings.
3. GHC ministry events shall take precedence over all other requests.
4. The Elders approve or deny requests for facility use. Once approved/denied an elder will contact you.

FACILITY USE HOURS

Facilities are available between the hours of 8 am and 10 pm. Use outside these hours may be approved by the elders.

FEES

Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings.

Facility Use Guidelines

1. No alcohol may be served in church facilities or on church grounds.
2. Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in worship space is prohibited.
5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Cleaning Policy:
 - a. Includes emptying trash and putting in new bags, sweep, mop, and vacuum floors, toilets flushed, wipe countertops in kitchen, wipe tables
 - b. *The member reserving the church facility is responsible for carrying the trash off and should not be put in church bin.*
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
9. The member must sign the "Facility Reservation and Agreement Request" form prior to reservation of church facilities.

Facility Reservation Request Form

Name of person requesting use of facilities:

Address:

Phone Number: _____

Email Address: _____

Please describe which church facilities you are requesting use of (e.g. sanctuary, fellowship hall, entire building etc.) and the purpose for which you intend to use the facilities:

Date(s) and time(s) are you requesting to use the facilities (*Please include setup and cleanup time*): _____

For Weddings:

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride: _____ Groom: _____

Contact Information: _____

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

Facility Use Affirmations and Acknowledgements

I affirm that:

1. I am a member in good standing of Grace Hill Church.
2. I understand that the church does not allow its facilities to be used in a way that contradicts Christian conduct and practice or church's statement of faith.
3. I have fully read fully the facility use policy and will follow all facility use guidelines.
4. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to disclose promptly any potential conflict of which I am aware or become aware to the church elders.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the elders' approval, which is conditioned in part on my agreement to the requirements in the "Facility Use Policy," a copy of which I have read and understood. A submitted "Facility Use Form" does not guarantee usage. The elders have the discretion to deny any facility use requests.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Print Name: _____

Signed Name: _____

Date: _____