

Grace Community Church Facility Usage Agreement

Grace Community Church is blessed to be able to provide such a nice facility for people to gather for small groups and study God's Word together at no charge. This comes with great responsibility to maintain the integrity of the site. To better assist us with this, we are asking small groups who are utilizing space to adhere to the following guidelines:

- Room reservations must be made at least 2 weeks in advance, including dates, times and any set up needed. Requests should be directed to the appropriate Ministry Administrator for approval and coordination.
- If food and/or beverages are brought into the building, complete removal of bagged garbage is necessary in the dumpster located on the south side of the building.
- Our Kids Environments are nut free. Any food containing nuts is not permitted in these areas.
- No alcohol is permitted on the premises.
- All counters and surfaces utilized should be wiped down using the cleaning supplies provided in each room.
- No tape is permitted on any surface (floor, walls, cabinetry, etc.)
- If you need to move tables and/or chairs around in a carpeted area, please do not drag them. Lift them and place them where they need to be. This will prevent the carpet from being snagged and the legs of the furniture from being compromised.
- If you are utilizing any equipment (computer/TVs, etc.), please follow the instructions in each room to operate. If you need assistance, please contact the appropriate Ministry Administrator or a Staff Member.
- Upon leaving, please leave the room and any materials set up in the way you found them, and turn off the lights.
- Unless otherwise agreed upon, all groups must end no later than 9pm and all participants must exit the building promptly after their scheduled end time so security can properly secure the building. We want to honor our staff and volunteer's time.
- Any damage resulting from use of the facility must be reported to the Ministry Administrator immediately. If damage occurred due to negligence, the group may be required to reimburse the church for any repairs required.

Cancellation Policy: We ask for as much advance notice as possible if groups need to cancel. Groups **must** communicate with the Ministry Administrator within 24 hours prior, when possible, but no later than 3pm on the group meeting day in order to notify the security and facility teams.

Group Leader Name: _____

Group Meeting Day: _____ Time: _____

Start Date: _____ End Date: _____

Group Leader Signature: _____ Date: _____

Staff Representative Signature: _____ Date: _____

