



Policy for Use of Grace Community UMC Building and Grounds

1190 Gold Hill Road | Fort Mill, SC 29708 | 803.548.4078 | www.come2grace.org | communications@come2grace.org

The Church vision that guides our building use:
We will welcome everyone as we would welcome Christ Himself.

The Church encourages utilizing and sharing our facilities while maintaining responsible stewardship of our valuable assets.

GRACE COMMUNITY UMC BUILDING USAGE POLICY

The facilities and equipment of Grace Community Church exist for the primary purpose of being used by its members through its organizations and ministries.

Governing Principles

- Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the Discipline of the United Methodist Church.
- The Church, through its Senior Pastor or Trustees reserves the right to make final determination as to whether a group may use Church building, grounds, facilities and equipment.

Use of the building, grounds, facilities and equipment results in expense to the Church. On the back of the application for use is detailed fees to defray expense to the Church.

The Priority of Use Shall Be

Recognized Groups Within the Church—Church Services, i.e. worship services, Sunday school, adult education; Regularly scheduled church activities, i.e. choir, committee meetings, and small group meetings; Church related activities, i.e. Girl Scout meetings, Christian counseling.

- **Church Members Activities**—Individual parties and special events (anniversary parties), weddings, funerals, and receptions.
- **Music Recitals**— This does not include private recitals for students.
- **Other Informal Church Member Requests**—Basketball, volleyball, etc.)

Outside Groups—Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by Grace Community Church.

NO Political Groups may use the church facilities or grounds for any purpose,

- The facility may be used as a polling place for elections.
- Facilities are **not available to outside groups for fund raising or any profit making activities.**

Although church and church-related meetings, functions, and activities obviously have higher priority in requests for space, outside groups can request space up to three months prior to the date of the event. It is therefore to the advantage of everyone to request space as early as possible.

A **Space Use Request Form** must be completed by all groups and submitted to the Trustee Chairman or church staff person if Trustee is unavailable at least two months in advance of the activity, but requesting space earlier increases the likelihood that it will be available. The Space Use Request Form provides for most areas of the church. All facilities, set-ups, and other service needs (i.e. food, sound, etc.) must be included on the form.

In addition, an **Audio/Visual Request Form** must be provided to the church office at least three weeks in advance of the date of any event or activity in which any sound support setup (even one microphone) or video support setup is being requested. If assistance from members of our Audio/Visual Ministry Committee volunteers is being requested during the event, the request should be made at least four weeks in advance to increase the likelihood that one or more of them can be available at a specific time.

The Trustee Chairman will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar once the request has been approved.

A **Certificate of Liability and Property Damage** insurance coverage naming Grace Community UMC of Fort Mill as an additional insured **MUST** be on file prior to the date of the event by all outside groups to Grace Community Church for the purpose of covering liability and property damage or accidents that might occur on church property. Grace Community UMC **IS** held harmless in the event of any accident, damage and/or injury incurred to users and their property not due to negligence on the part of GCUMC.

The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.

Our Guidelines Include

- Tobacco products, alcoholic beverages, illegal substances, and weapons are **NOT PERMITTED** in the building or on the grounds of the church.
- When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
- There are to be no signs, banners, posters, or decorations of any kind affixed to the walls and woodwork of the building.
- Users are expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
- Furniture or Equipment cannot be moved without the permission of the Pastor or Trustee Chairman to maintain the quality of the building's furniture and equipment and to prevent damage.
- The user will be held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- Dining or the serving of food is limited to pre-approved designated areas, and activities and programs are limited to the space that is assigned.
- Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.

These Areas Are Available For Use

- Sanctuary
- Large classroom
- Nursery
- Kitchen

Specific rules apply for each area that is available.

Building Use Fees

The Building Policy is the guideline establishing all building use fees.

Fee Guidelines

- All usage fees are to be paid through the Church Administrator's Office.
- A Security Deposit of 100% of the usage fee is required by all non-members and member-sponsored events.
- All fees must be paid no less than two (2) weeks before the date of the usage.
- There is a cancellation fee of 15% that is not refundable.
- The usage fees for non-members, who are sponsored by a member, or considered a "friend of the church" are 50% of those for non-members.
- Special arrangements can be made for those with recurring programs.

Facility Fees

Room / Service	Members	Member Sponsored	Non-Member
Sanctuary	N/A	\$50	\$100
Kitchen*	N/A	\$50	\$100
Classroom	N/A	\$25	\$ 50
Audio Visual Engineer**	N/A	\$50	\$100 per engineer/event
Nursery***			
Memorial Service Video****	No Charge	No Charge	No Charge

* **Kitchen**—Availability is subject to food-services policy.

** **Audio Visual Engineer**—An engineer is necessary for non-member events. All AV engineer services are contingent upon engineer availability.

*** **Nursery**—Can be available, however Grace Community will not provide childcare—that will be the responsibility of the party requesting use of the building.

**** **Memorial Service Video**—Voluntary donations accepted (\$50.00 suggested).

Important Note

An **Audio Visual Setup Request Form** is also required if any sound support (even one microphone) or video support is being requested. These should be placed in the sound box in the church office at least four weeks before any event or activity.

Wedding Fees (see separate list)



Application for Use of Building and Grounds

1190 Gold Hill Road | Fort Mill, SC 29708 | 803.548.4078 | www.come2grace.org | treasurer@come2grace.org

Please return completed form to Grace Community United Methodist Church at 1190 Gold Hill Road, Fort Mill, SC 29708 or email completed form to Treasurer@come2grace.org.

Group Name _____ Application Date _____

Person Responsible _____ Phone Number _____

Email Address _____

Grace Community Church Group Yes No
 Please Check Appropriate Group: Social Civic Service Educational Charitable

Religious Affiliation _____

Please Briefly Describe Your Activity _____

Expected Attendance _____ Date Requested _____ Time Needed _____

Facilities Requested (Make checks payable to Grace Community United Methodist Church)

Sanctuary (capacity 175)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$100 for Non-Members	\$50 for Member Sponsored	\$0 for Members
Double Classroom (capacity 25)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ 50 for Non-Members	\$25 for Member Sponsored	\$0 for Members
Kitchen (warming only)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$100 for Non-Members	\$50 for Member Sponsored	\$0 for Members
Nursery*	<input type="checkbox"/> Yes <input type="checkbox"/> No	No charge	No charge	No charge

*Nursery can be available, however Grace Community UMC will not provide childcare. That will be the responsibility of the party requesting use of building.

Audio/Video Engineer Yes No \$100 for Non-Members \$50 for Member Sponsored \$0 for Members

Custodial Services (required for all events) \$50 required charge in addition to fee for using facilities.

Please Note:

- As stated in our Building Use Policy—Use of church property (buildings and grounds) for partisan political purposes is strictly prohibited.
- Grace Community UMC is held harmless in the event of any accident, damage and/or injury incurred to users or their property not due to negligence on the part of GCUMC.

I have read the policies and provisions for the use of the church buildings and facilities and agree to abide by them.

Signature _____ Date _____

For office use only:

Approved Date of Approval _____ Basis for Approval _____