

## **Building Use Policy**

Welcome to Grace Fellowship church. This facility is a tool provided by God for use in spreading the Gospel of Jesus Christ to the Capital District. Therefore, as long as a request does not conflict with a scheduled service or other planned church activities, many of the rooms in the building will be available at the discretion and approval of the church staff.

Please make requests for the use of rooms by completing the *Facility Use Request* form on the opposite side. Return the form to the Facility Manager at least one week prior to the desired date of use.

Outside groups may use the church under two conditions. First, as long as the philosophy and aims of that organization do not conflict with the moral and social standards of Grace Fellowship; and second, that they agree to pay for the use of the room(s) as set forth in the schedule of fees which is available upon request. There is no fee for ministries sponsored by Grace Fellowship.

### **Food & Drink**

Please note that there are certain restrictions regarding the use of food and drinks in the facility. Food is allowed in most rooms. This includes the Fireside Room, Castle, Cool Street, and the Multi-purpose room. The exceptions are the Sanctuary and certain Kid's Celebration rooms that have an allergy alert sign on the door. It is expected that proper care will be taken to avoiding spills and that cleaning up will take place when your meeting is complete. All food brought into the building **must** be removed as there is no storage space for food at this time.

### **Location & Decorations**

Meetings are to be confined to the assigned room or designated area. Children must be strictly supervised at all times. Running, throwing balls, or otherwise treating this facility, as a playground is not allowed. Absolutely no decorations may be affixed to the ceiling or walls of any room.

### **Set-Up & Cleaning**

Janitorial staff will set-up and return the room to its original condition. The janitorial staff will perform normal cleaning but it is expected that those using the room will clean spills and undue messes. If an event (except a wedding) is scheduled for a Friday night or Saturday (anytime), set up, teardown, & all cleaning will be the responsibility of the organizer. The room must be returned to its original state for Saturday and Sunday services.

### **Sound, Video, And Lighting Equipment**

Musical instruments and electronic equipment on and around the platform may not be used, rearranged, or moved, without permission from the Grace Fellowship Worship Director.

A *Sound or Video Technician* must be employed in order to use any sound, video, or lighting equipment. Inquires as to fees and arrangements for hiring *Technicians* can be made through the Worship Director's office.

### **Additional Information**

The use of alcoholic beverages is not allowed on or around the premises; nor is smoking allowed inside the building or along the front of the facility.

### **Damage or Loss**

It is the responsibility of the user to cover the cost of repair or replacement for any damage incurred to the building or furnishings.

Grace Fellowship Church will not be responsible for any liability associated with damage or personal injury to persons or property arising out of the users maintenance or use of the facilities.

### **Agreement**

By signing this form you agree to the aforementioned terms and conditions for using this facility. The staff of Grace Fellowship prays blessings upon you and is here to help in any way they can.