

PROCEDURE FOR USE OF CHURCH PROPERTY BY NON-MEMBERS

Rules Governing the Use of Grace Church

1. Use of buildings and property may be granted to a non-member according to the following guidelines:
 - a. The person using the facilities must not be in conflict with the overall objectives of the church and must conform to Biblical moral and social standards as interpreted by the church.
 - b. The administrator may set an appropriate fee for the use of facilities by a non-member or may waive the fee upon Session approval.
 - c. Use of church facilities shall be assigned according to the following priority and at all times activities using church facilities must be consistent with the church's objectives and honoring to God. The church facilities are to be used for the ministries of the church.
 - i. Highest priority given to scheduled ministry functions.
 - ii. Second priority given to functions scheduled and hosted by members.
 - iii. Third priority given to functions scheduled by regular attendees.
 - iv. Fourth priority given to functions scheduled by nonmembers or non-attendees. An appropriate designate will assume responsibility for appropriate use.
 - d. Use of the church facilities will be scheduled by the Administrator. All parties desiring to use the facilities must be scheduled on the Master Calendar by the Administrator. Normally, facilities are assigned on a first come first served basis according to the above priority list. All outside groups must complete an Agreement for Use form and receive permission prior to using facilities.
2. The church buildings shall not be used for general public sales, auctions, bazaars, or the like, or public suppers for the purpose of raising or earning money.
3. Abusive actions, language or swearing is not permitted in any church facility.
4. Children and young adults shall be supervised at all times.
5. There shall be no smoking, use of alcoholic beverages or illegal drugs in any church facility at any time.
6. Any use of music will be God honoring.
7. Only table decoration will be allowed. Flamed candles and confetti are not permitted.
8. The use of church owned dishes, cookware, etc. is permitted for events, however no consumable items (i.e. paper cups, paper plates, coffee, cream, sugar, etc.) may be used for these events. Any items used must be cleaned and returned to their proper place.
9. All Entrance doors are to be locked 15 minutes after the beginning of the event or a stated security person should be posted at the entrance door for the duration of the use.
10. Usage will be for a 3 hour time period. Usage beyond 3 hours will result in an additional \$25.00/per 15 minutes over. (\$15 Custodian; \$10 Building Use.)
11. The room and kitchen will be left in the condition it was in upon arrival. (i.e. kitchen will be clean, any items used will be washed and put back in its place, all tables and chairs will be wiped clean, all

trash properly disposed, all decorations removed.) Any damages to the building while being used by reserved party, will be the responsibility of the individual reserving the room.

12. All requests for use must be approved by the Administrator and when necessary the Session.

Fees:

ROOM	CUSTODIAN	BUILDING USE	TOTAL
Fellowship Hall w/kitchen	\$100	\$50	\$150
Fireside Room w/kitchen	\$100	\$40	\$140
Other Rooms	\$100	\$25	\$125

There is an additional fee of \$200 per hour after 8:00pm. Fee is to be deposited with the Administrator 14 days prior to the function in the form of a check made payable to Grace Church upon submitting the request for Use of Property for Non-Church Sponsored Event by a non-member online at www.gracechurchlansing.org/about/reservations.cfm

Weddings: Contact the Administrator for more information regarding weddings.

(*) The Building Use will be deposited into the Capital Improvement Fund to cover any needs such as emergency carpet cleaning, etc. Effective: April, 1999 Revised: March, 2000, February 2002, **approved March 2015**