

PROCEDURE FOR USE OF CHURCH PROPERTY

Rules Governing the Use of Grace Church by a Grace Church Member or Ministry

1. Use of buildings and property may be granted to a Grace Church member or ministry 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 for a non-church sponsored event by a 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 money.
3. The sale of books, tapes, compact discs, etc in conjunction with a concert, seminar, or other church programming shall be permitted in the Fellowship Hall.
4. All church organization fund raising projects involving church property must be approved by Session.
5. No wedding shall be performed by other than the pastor(s) of Grace Church.
6. Abusive actions, language or swearing is not permitted in any church facility.
7. Children and young adults shall be supervised at all times.
8. There shall be no smoking, use of alcoholic beverages or illegal drugs in any church facility at any time.
9. Any use of music will be God honoring.
10. Decorations will be allowed. Flamed candles and confetti are not permitted. All decorations must be removed by the reserving party.
11. 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 event. It is suggested that all social meetings terminate by 11:00 PM.

12. 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.
13. 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 for a non-church sponsored event, will be the responsibility of the member reserving the room.
14. All requests for use must be approved by the Administrator and when necessary the Session.
15. Minimum Custodial Fees:

No building use fees are required from members of Grace Church who use the church for weddings or funerals. Use of a room by members for committee meetings, ministry events, etc. is also exempt from custodial fee. Receptions and banquets, etc., sponsored by the church, are exempt from custodial fees. Such church functions are included in regular custodial service responsibilities.

ROOM	CUSTODIAN
Fellowship Hall w/kitchen	\$25
Fireside Room w/kitchen	\$15
Other Rooms	\$10

-After 8:00 PM on Saturday, an additional fee of \$15.00 per hour will be charged per room.

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 online at www.gracechurchlansing.org/about/reservations.cfm

16. Wedding Fees:

	Ceremony	Rehearsal Dinner
Wedding Arranger	\$100	\$50
Cleaning Fee	\$75	
Sound Technician	\$75	
Total	\$250	

Pastoral and Musician fees are to be made between them and the couple. Contact the Administrator for more information regarding weddings.

17. Any deviations from the above rules must be approved by the Session.

(*) "Member" here is defined as at least one member of the parties or parents to be a confessing member in good and regular standing in Grace Church.

Revised and Effective: March, 2015 (approved)