



Request for Facility Use

Active Members and GRC Ministry Partners

This application must be completed and emailed to facility@graceredeemer.com or mailed to church office, attention Office Manager, for review and approval prior to event (as noted below) before any GRC Member or Ministry Partner, hereinafter "User", will be allowed use of facility. A certificate of insurance, for a minimum of \$3,000,000 liability naming GRC as additionally insured, is required of all Ministry Partners requesting use of GRC facilities.

Contact Information

Today's Date: _____ User: _____

Address: _____

Email: _____ Phone #: _____

Event Details

Type of Event/Activity: _____

1) Recurring Event - **Must be submitted 4 weeks prior to event**

Describe the day of the month, i.e., "the first Thursday of each month" "Every Tuesday"

Expected Attendance: _____ Start Date: _____ End Date: _____

Arrival time: _____ am pm Event Begins: _____ am pm Event Ends: _____ am pm

2) Single Date - **Must be submitted 2 weeks prior to event**

Expected Attendance: _____ Start Date: _____ End Date: _____

Arrival time: _____ am pm Event Begins: _____ am pm Event Ends: _____ am pm

- Rooms Needed:**
- Classrooms: # of rooms _____
 - Conference Room
 - Fellowship Hall
 - Kitchen
 - Sanctuary
 - Other: _____

- Equipment Needed:**
- Tables:# _____
 - Chairs:# _____
 - Easel
 - TV/DVD
 - Other: _____
 - Piano/Keyboard
 - Coffee Pots/Urns
 - Pitchers
 - Kitchen Equipment

Comments:

User understands and agrees to the rules and policies set forth by GRC as established in the Facility Use Policy, including if applicable, the **Child Safety Policy**, **Kitchen Policy** and **Damage Rider**. User accepts responsibility for an additional custodial fee (\$50/hour - 1 hr minimum) if the facilities used are not left in accordance with rules and policies as set forth on this form. User hereby releases GRC from any and all liability, past, present and future, arising from use of the church facilities. User has read and understands the policies as stated in the Facility Use Policy.

Print Name _____ Signature _____ Date _____

Facility Use Fees

Active Members and GRC Ministry Partners

Fee Structure

Please make check payable to Grace Redeemer Church. Note: if check is returned for insufficient funds, GRC will impose a \$50 fee to cover administrative fees.

Rental Fee *(covers custodial services and utilities)*

\$100 minimum

Total rental fee will be determined based on the # of hours and rooms utilized.

Kitchen *(separate contract required)*

\$50/hour - 2 hour minimum plus

\$1,000 Deposit *(refundable if not used)*

Wedding Ceremonies:

- Use of Sanctuary and waiting rooms
- Host/Hostess to attend ceremony and rehearsal
- Custodial services before and after ceremony and rehearsal

\$1,000 Flat Rate plus \$500 Deposit*

**(refundable if not used)*

Pianist *(to be arranged and paid directly to GRC pianist)*

Sound Technician *(to be arranged and paid directly to GRC technician)*

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For Office Use

Request: Approved Denied Deposit Received: \$ _____ Certificate of Insurance received

Room(s) Assigned: # _____ # _____
 # _____ # _____
 # _____ # _____
 # _____ # _____
 # _____ # _____

	Fee	Date Paid	Amount Paid	How Paid
Rental Fee	\$ _____	_____	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Kitchen Deposit <i>(refundable)</i>	\$ _____	_____	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Kitchen	\$ _____	_____	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Wedding Deposit <i>(refundable)</i>	\$ _____	_____	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Wedding Ceremony	\$ _____	_____	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Total Fees Charged	\$ _____		\$ _____	

Facility Use Policy

The Grace Redeemer Church (“GRC”) facility is a visible extension of the GRC church body, and a ministry asset requiring oversight and stewardship. In addition to the meeting times for worship and other activities of GRC, the facility is often requested for use by church members, attendees, and community groups for various ministries and functions. “Use” may in some cases include approved and permitted storage of items in the facility. To promote the proper use of the facility, the following Facility Use Policy has been established to guide decision making and scheduling of such requests.

STATEMENT OF FAITH AND PURPOSE

GRC is a family united by the Gospel of Jesus Christ and desires to be a community marked by truth and grace. We strive to be faithful to the Holy Scriptures, and we are committed to extending the love of Jesus to everyone in our reach. We believe that life begins at conception and that each person is wonderfully and immutably created by God in His image, and is therefore entitled to be treated with love and respect. We also believe that by nature all people are sinners and in desperate need of personal salvation through faith in Jesus Christ. A person is truly set free from sin when reconciled to God through faith in Jesus Christ and when that freedom is used to pursue a repentant, godly and Holy Spirit-led life. Informed by our convictions, denominational standards, the reformed theological tradition, and above all the Holy Scriptures, it is our deep desire to make known Christ’s saving love, and to share His compassion with our neighbors and surrounding communities.

God has blessed Grace Redeemer Church with a spacious facility in Bergen County. Consistent with our core values, it is our responsibility and desire to use this facility - wherever feasible - to serve the people of the neighborhoods surrounding GRC and to promote community engagement. Thus, we welcome “outsiders” to consider using our facility for events and programs for which our facility might be a fitting venue. However, as a Christians whose conscience is shaped by the orthodox confessions of biblical faith, on rare occasion our conscience may not allow us that the facility be used in a way or by individuals, groups and/or organizations to promote agendas or convictions that conflict with our own. Thus, Session (board of elders) of GRC reserves the right to determine whether individuals, groups and/or organizations who would like to utilize our facility and/or whether the intended use of our facility are acceptable given our faith, theological convictions and biblical beliefs.

ELIGIBILITY FOR FACILITY USE

1. GRC services and programs will take precedence over any and all users requesting facility use. Regularly scheduled worship services, meetings, and activities have first priority followed by other church related meetings and functions. Facility use (which are non-profit or ministry related in nature) may then be scheduled.
2. Facilities are not available for partisan political campaigns.
3. A Certificate of Insurance must be provided by **all outside groups** to GRC for the purpose of covering liability and property damage or accidents that might occur on GRC property.
4. All users requesting use of GRC facilities must have and adhere to sexual molestation policies and procedures regarding minors. If User has such policies in place, GRC will review and must approve of the adequacy of such policy. If User does not have such policies, the User will be furnished a copy of GRC’s Child and Volunteer Protection Policy. They will be required to sign a written assurance that the policy will be complied with while on GRC property.
5. The Session (board of elders) will be the final arbiters to determine the use of GRC facilities when there is a question of eligibility.

RESERVATIONS

1. A Facility Use Application must be completed by User and submitted to either the church office, attention Office Manager, or emailed to facility@graceredeemer.com. Reservations will not be placed on the Church calendar until the application is approved.
2. All fees (if applicable) are to be paid to GRC through the Office Manager including a non-refundable deposit fee of \$100. GRC may request an additional deposit to cover repairs for recurring events (refundable if not used). The balance must be paid no less than one week before event date.
3. If an event must be canceled, the church must be notified in writing (email facility@graceredeemer.com) within two weeks (one week for GRC Ministry Partners & Members) of the scheduled event date so the reserved areas may be reassigned. The reservation fee will be returned if the event is canceled.
4. Any event may be canceled or moved to another designated area by the Office Manager if priority necessitates use of the originally assigned area. Funerals and associated luncheons would receive the highest priority.

GUIDELINES FOR USE OF FACILITIES

1. The conduct of all persons is expected to be respectful of the environment of God’s house.
2. Smoking and the use of alcoholic beverages or other controlled substances is not allowed on GRC property.
3. When children under the age of 13 are in attendance they must be under the supervision of their parents or adults at all times. They are not permitted to roam freely on GRC property. **No unsupervised outdoor play or use of any outdoor space is permitted. Failure to adhere to this policy is cause for termination of this contract and will result in future requests being denied.**
4. An assigned custodian/monitor will be on duty during the time of usage, and the user will be charged for this service. The custodian/monitor will serve as the GRC’s representative during use unless otherwise notified.

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5. Scheduled building use **may** include permission for light use of the kitchen, but User must provide its own supplies. Any food service must be coordinated with the church administrative staff. A kitchen orientation tour should be completed by a designated group representative scheduled to attend the event prior to the event. Full and exclusive use of the kitchen, by payment of the fee, shall include the right to use all appliances, dishes, cookware, etc., according to the instructions posted in the Kitchen. It will also provide assurance that you will not have to share the kitchen with another group. The kitchen must be left clean and neat with all garbage removed to the outside containers behind the garage in the parking lot.
6. Food and/or beverages are not permitted in the Sanctuary. Special arrangements must be made with the Office Manager for serving foods and/or beverages in other areas of a building. Only clean, simple snacks and clear liquids (such as water, lemonade or apple juice) are allowed in carpeted areas. All tables, chairs, and counter tops must be cleaned after use. Pour any liquids out of cups before disposing of them. All trash should be disposed of in the bag lined trash cans. If needed, some large black garbage bags are available in the kitchen and utility closet. If this regulation is not followed the User shall be responsible for cleaning costs.
7. No adhesives, tapes, pins, nails, tacks, etc., may be used to secure decorations, announcements, etc. to the walls or windows. Bulletin boards or portable easels are the best way to display posters.
8. Weapons, firearms, flammables and other dangerous items are not permitted in GRC buildings or on GRC properties.
9. GRC facilities are open Monday through Friday from 8:00 a.m. to 4:00 p.m. For events after normal business hours, the doors must be locked at the time the event begins unless a doorkeeper is in place to monitor building access.
10. The User assumes liability for injuries to persons attending event and for damages or loss of User's property. In the case of an accident, injury or damage to church property, contact the Office Manager as soon as possible. If damage occurs, the User will be invoiced for all repair, replacement, and labor costs. Failure to pay such damages will result in future requests being denied.
11. The User making application for use of GRC facilities shall agree to indemnify GRC for any damage to GRC property by any person(s) participating in or attending the activity. An indemnification clause is included in the Facility Use Application.
12. Users utilizing the building on a continuous basis must notify the church office when they do not meet and **must secure permission** to use the facility for an activity other than their regular meeting.
13. Users will be furnished with and shall acknowledge receipt of a copy of "Facility Use Policy" and a schedule of fees for building usage.

BUILDING USE PROCEDURES

1. A Request for Facility Use form must be submitted in advance of event to facility@graceredeemer.com, as follows:
 - a) Users Outside GRC Ministries:
 - i) Recurring Event - 6 weeks prior
 - ii) Single Event - 4 weeks prior
 - b) GRC Ministry Partners & Members:
 - i) Recurring Event - 4 weeks prior
 - ii) Single Event - 2 weeks prior
2. Furniture and equipment **must not be moved** without permission. If furniture or equipment is moved it must be put back into original setting before authorized user departs premises. Only pre-approved equipment may be used.
3. The building must be left clean with all items associated with use removed immediately following event. All trash must be placed in trash receptacles with liners during event and taken to the dumpster located behind the garage in the parking lot before leaving premises.
4. All floors must be cleaned (swept, mopped and/or vacuumed) at the end of the day. No sanitary products or paper towels are to go down drainage system.
5. All maintenance problems must be reported to the on-site custodian or the Office Manager immediately.

VALUABLES

1. GRC is not responsible or liable for lost or stolen items such as computers, cameras, purses, coats, decorations or any other personal property brought to the Church for use during event.

PUBLICITY AND PROMOTION

1. Publicity material and public service announcements in which GRC's name is used must have prior approval by the Session (board of elders).
2. The sale of admission tickets to the event must be handled by the User.

RECURRING EVENT TERMINATION OF AGREEMENT

1. Adherence to contract will be reviewed after every 90-day period, at which point GRC reserves the right to terminate agreement.
2. User must provide 90-days written notice to terminate this agreement if prior to the agreement end date.

Initial _____

Effective 03/20/19