

I. Facility Use.....2-4

- A. Mission
- B. Approval
- C. Reservation and Scheduling
- D. Responsibility
- E. Availability
- F. Facility Limitations

II. Building Access.....4

- G. Keys
- H. Alarm Codes
- I. Locking and Unlocking Doors

III. Personal Safety.....4-5

- J. Fire Procedures
- K. Fire Sighting
- L. Evacuation

IV. Vendor Relations..... 5

- M. Insurance Requirements
- N. Use of Rental Equipment

V. Schedule of Fees.....6-7

I. FACILITY USE

A. MISSION

The pastors of Grace Church San Diego desire to glorify God and serve the church through the management and utilization of its facility. This facility serves for the pastoral and administrative purposes of the Church.

B. APPROVAL

Use of the facility will be granted based on the following priorities:

1. Church sponsored event
2. Small group event
3. Events by church members for church members (such as weddings, receptions, showers, and funerals)
4. Personal Member Events approved by the Facility Administrator (such as birthday parties and recreational activities). Acceptable events are those that support the church's mission and do not conflict with any of the above events previously scheduled. These events may be cancelled up to 10 days prior to the event.

All requests are subject to approval by the facility administrator with additional oversight provided by the pastoral team as necessary. Grace Church can, on occasion, accommodate outside groups and organizations on a limited basis, as well as being subject to approval by the pastoral team.

C. RESERVATION AND SCHEDULING

Facility reservation requires the submittal and approval of a Grace Church Event Request Form. Members are encouraged to make reservations as far in advance as possible, but Grace Church cannot process reservation requests less than thirty days before an event. The pastoral staff has priority to make changes to the calendar that could affect your event up to thirty days before it occurs, except for weddings (See Wedding Policies).

D. RESPONSIBILITY

1. *Conditions* - Each person in charge of an event is responsible to ensure that the facility is clean after each event. This involves following the guidelines set forward in the Facility Use Checklist and Kitchen Checklist (Addendums B and C). The Administrator works to monitor our facility and can help point out conditions that need attention.
2. *Children* - It is the responsibility of each parent to watch over their own children at all times.

I. FACILITY USE (CON'T. . .)

E. AVAILABILITY

1. *Building Access*

The building cannot be accessed prior to 6:00 a.m. and all events are to be completed so the building can be secured by 10:00 p.m.

2. *Limitation of Facility Use*

During an event, facility usage is limited to the area(s) specifically reserved for the event and appropriate common areas (lobby, bathrooms, etc.). No one is permitted in the administrative offices or Children's Ministry classrooms without staff approval and oversight.

3. *Sensitivity to Multipurpose Use*

Our facility may, at times accommodate multiple events simultaneously. Please be sensitive to the needs of other groups either using the facility at the same time (noise and other disruptions) or after your event (clean up, vacating in timely manner, etc.).

4. *Unexpected Facility Closing*

If the facility needs to close for any unexpected reason such as facility maintenance or repair, etc., the Event Coordinator will make every effort to contact the person(s) listed as being responsible for the event(s) affected.

F. FACILITY LIMITATIONS

Grace Church places limits on the following materials and activities.

1. *Substances*

The use of drugs and consumption of alcohol are prohibited on Grace Church property and grounds. Smoking is prohibited inside the building and must be at least 20 feet from any doors.

2. *Media*

All media (including song lyrics, books, movies, slide shows, etc.) must be submitted for pastoral approval before use in the facility. Please submit any suggested materials before an event. (See also Wedding Policies.)

3. *Use of Candles*

Candles may be used anywhere for decoration provided they are not lit. Candles may be lit if during a wedding ceremony and set on a firm stable platform (other than a stand) and enclosed allowing all wax to be contained and easily discarded. Lit candles should be supervised at all times.

4. *Wall Use and Hangings*

The posting of any materials on any wall throughout the building requires approval from the Facility Administrator. This includes but is not limited to Children's Ministry Materials, advertisements, notifications of events, instructions, or labels. Use of push pins, staples, tape, hanging putty, or any other type of fasteners which could leave a permanent mark on a wall is prohibited.

5. *Use of Church Property Off-Site*

Church property and items in the building should remain on property unless otherwise directed for the purpose of a church sponsored event (i.e. outreaches, small group- functions, etc.).

II. BUILDING ACCESS

A. KEYS

We desire to enforce a security policy that both affords maximum protection of those using our facility and stewards the facility and possessions God has given us. Leaders and members of specific ministry teams receive keys that permit access to areas appropriate for normal ministry tasks and responsibilities. Keys should not be duplicated and/or given to another person without proper authorization by the Facility Administrator. Those authorized to have keys should educate themselves on the proper use of the facility and security system.

B. ALARM CODES

Along with a key, individual members of Grace Church will receive an alarm code that allows entrance into the facility through the lobby door. For security purposes, an individual may not share this code.

C. LOCKING AND UNLOCKING DOORS

Doors throughout the building should remain locked with the exception of the administrative offices during office hours. Any person that unlocks a door is personally responsible to ensure that the door is relocked.

III. PERSONAL SAFETY

A. FIRE PROCEDURES

Pulling the lever on any of the manual alarm stations (red boxes marked "Fire") activates the fire alarm system and automatically contacts the Fire Department. The building is equipped with an automatic sprinkler system that should only activate in the event of a fire. Hand-held fire extinguishers are also located throughout the building.

B. FIRE SIGHTING

1. Pull fire alarm.
2. Leave by the nearest exit.
3. Reoccupy the facility only when the Fire Department gives appropriate permission or the alarm system has been reset and all sirens, lights, etc., have stopped.

C. EVACUATION

Fire alarm activation requires every person to vacate the facility in accordance with public regulations. Proper safety evacuation procedures must be followed and practiced even in a false alarm setting. Maps are located in each room to indicate evacuation routes.

IV. VENDOR RELATIONS**A. INSURANCE REQUIREMENTS**

Any person or company that wishes to conduct business within the facility of or with Grace Church must have both General Liability Insurance and Workers Compensation verified by an active certificate of insurance. Any vendor not providing an active certificate will be restricted from accessing the facility. Grace Church of North County should be named as additional insured and given 30 days written notice of cancellation.

B. USE OF RENTAL EQUIPMENT

In order to operate equipment, a person must know and follow proper operations, safety procedures, and act in compliance with OSHA and vendor regulations.

V. SCHEDULE OF FEES

In an effort to be wise stewards of our facility, there are fees associated for its usage. The fees are based on the priority and the nature of the event. The following are the costs involved for uses of the facility:

1. Church sponsored events and small group events – no cost.
2. Events by church members for church members.
 - a. Funerals, memorial services for members of Grace Church – no cost.
 - b. Weddings, receptions, anniversaries –
 - i. Cost for use of the auditorium for five hours, \$200.00
 - ii. Sound technician, \$75.00
 - iii. Use of additional space as requested.
 - c. Other uses – as determined by the Facility Administrator.
3. Uses by members for other purposes
 - a. Member or member affiliated events pay a below “fair market” fee.
 - b. Costs will be determined based on hours of use, extent of facility used, and cleaning involved. (see schedule)

4. Uses by non-members
 - a. Non-member use pays a “fair market value” fee.
 - b. Costs will be determined based on hours of use, extent of facility used, and cleaning involved. (see schedule)

In certain cases there will be an assessment of a cleaning/security deposit.

Approved uses by members for personal or non-Grace Church activities shall involve costs related to utilities and any clean up not accomplished according to policy standards. In addition, such uses as described in this paragraph may be required to submit a security or cleaning deposit at the time of approval.

Fee schedule for events aside from weddings

| Half Day/ Evening | Lobby | Classrooms | Auditorium | Total Building |
|----------------------|--------------|--------------|--------------|-------------------|
| Members | N/A | N/A | N/A | N/A |
| Member Events | \$120 | \$75 | \$360 | \$600 |
| Outside Groups | \$200 | \$125 | \$600 | \$1000 |

| Full Day | Lobby | Classrooms | Auditorium | Total Building |
|-------------------|--------------|--------------|---------------|-------------------|
| Members | N/A | N/A | N/A | N/A |
| Member Events | \$210 | 150 | 600 | 1200 |
| Outside Groups | \$350 | \$250 | \$1000 | \$2000 |