

## BUILDING USE GUIDELINES

**Schedule your event through the office during normal office hours by calling 618-664-0350  
Mon- Thurs 8 a.m. – 5 p.m. and Friday 8 a.m.-noon**

1. The building is NOT available to be reserved during any church services:
  - a. Wednesday from 6-9 p.m.
  - b. Sunday from 8 a.m. – 12:30 p.m.
2. Ministry activities are the #1 priority for building use and will take precedence.
3. Only approved activities with a corresponding building use form are allowed.
4. Anyone under the age of 18 must be accompanied by an adult at all times.
5. You can only schedule events 3 months (90 days) in advance. Weddings are the only exception.
6. No exchange of money or marketing a product or service is allowed except when used as fund-raising activities for church groups or non-profit organizations (including Sunrise Christian Education Center, Restore Network and FCC Preschool). All profits must be designated for the church group/ organization. This rule does not apply to church-sponsored groups/speakers who are selling their materials.
7. The person signing the building use form must be present during the entire event and is ultimately responsible for supervising and notifying the church of any damage, emergency or other situation that may arise during the event.
8. All accidents & emergencies should be reported to the church office or to a member of the staff as soon as possible, following the notification to authorities if applicable.
9. Groups/individuals are responsible for their own set up and tear down. The church does not supply plastic table cloths, paper goods or other supplies for your event.
10. Smoking is prohibited, in any form: pipes, cigars, vaping devices, cigarettes or e-cigarettes.
11. **No alcoholic** beverages or dancing is permitted by outside organizations/ groups.
12. No skateboards, skates, or rollerblades are allowed on church property due to insurance restrictions.
13. Heating, cooling, lighting and sound equipment may be controlled only by custodians or other authorized individuals. If you need sound, projection or other special needs see below in “additional fees.”
14. No church property shall be removed from the premises.
15. **The building is not available to the community on the following holidays:** New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thurs & Fri) or the days surrounding Christmas, so the maintenance and cleaning staff can observe these holidays with their family. *Members can inquire by calling the office.*

### BASIC FEES

- **The fee to reserve specified areas of the building between the hours of 8 a.m. - 9 p.m. is a \$50 non-refundable rental fee or \$100 if the entire Family Life Center (501, 502 & 503) are reserved.** An additional \$25 deposit is required for a key fob to gain building access, but will be returned when the device is returned properly.
- Non-profit organizations & non-profit sports teams are exempt from fees and must have insurance on file listing the church as an additionally insured on their certificate.

### ADDITIONAL FEES

- Unlock the building before 8 a.m. or any event scheduled after 9 p.m. (these are out of the ordinary schedule of our staff and require additional hours) – add \$25.
- Audio/ Visual use in the FLC - \$25 - \$100 depending on the complexity. If A/V is required in any area contact the worship department for fees and scheduling, [belinda@greenvillefcc.org](mailto:belinda@greenvillefcc.org). This must be scheduled at least 2 weeks in advance. *It is the renter’s responsibility to coordinate with the worship arts department, not the main office. An additional fee should be paid directly to the sound technician the day/night of the event.*

## CLEANING RESPONSIBILITY

The named person on the reservation form is responsible for cleaning after the event and is returning all church equipment to its proper location in working order. *We reserve the right to collect a \$50 cleaning fee following the event if the area is left unclean and the trash is not disposed in the outside dumpsters.*

## SPORTS TEAMS

- Any organized sports teams can schedule practices in the building, but an insurance waiver must be on file from the school or from the organization.
- Any non-profit travel team must work in conjunction with all coaches interested in using the building during the specified season. Those coaches will be required to meet together prior to the season and submit a schedule approved by all coaches involved to the main office. The schedule should be received one month at a time.
- Coaches must be the first to arrive and the last to leave each practice. If the coach is not present athletes must stay under parental supervision. Any athletes left unattended risk the team's ability to practice in the facility.

## ADDITIONAL RULES FOR FAMILY LIFE CENTER

- It is required that you leave the space in the same layout you found it. A new room diagram is located in the table closet and in this packet.
- No spikes, street shoes, or black-soled shoes in the FLC for sports activities.
- Bathrooms and showers are provided in the FLC, accessible from both the gym and the foyer.
- The gym can accommodate 400 people and the reception room accommodates 96 easily with the tables available for each area.
- Decorations must be moveable and non-marring. Items from the closet in the Reception Room are available for use, but must be returned to the closet following the event. **There are various cloth tablecloths in the closet, but not necessarily full sets.** If you use them they must be washed and returned within 2 days. If you plan to use these table cloths, please advise the church office to avoid scheduling conflicts.
- Kitchen equipment and dishes may be used with the understanding that they will be left as found. Rules specific to the kitchen are posted on the refrigerator and must be followed.
- **Disposable goods in the kitchen (paper products, plastic-ware, coffee, plastic table cloths, etc.) are not to be used,** with the exception of garbage bags and paper towels.

## ADDITIONAL RULES FOR FELLOWSHIP HALL

- The Fellowship Hall is available after 6:30 p.m. during the week (except Wednesday) and various times on the weekend.
- 8 tables and 64 folding chairs are available in the Fellowship Hall.
- Toys stored in the closet are the use of Sunrise Daycare and not available for use.

## WEDDINGS

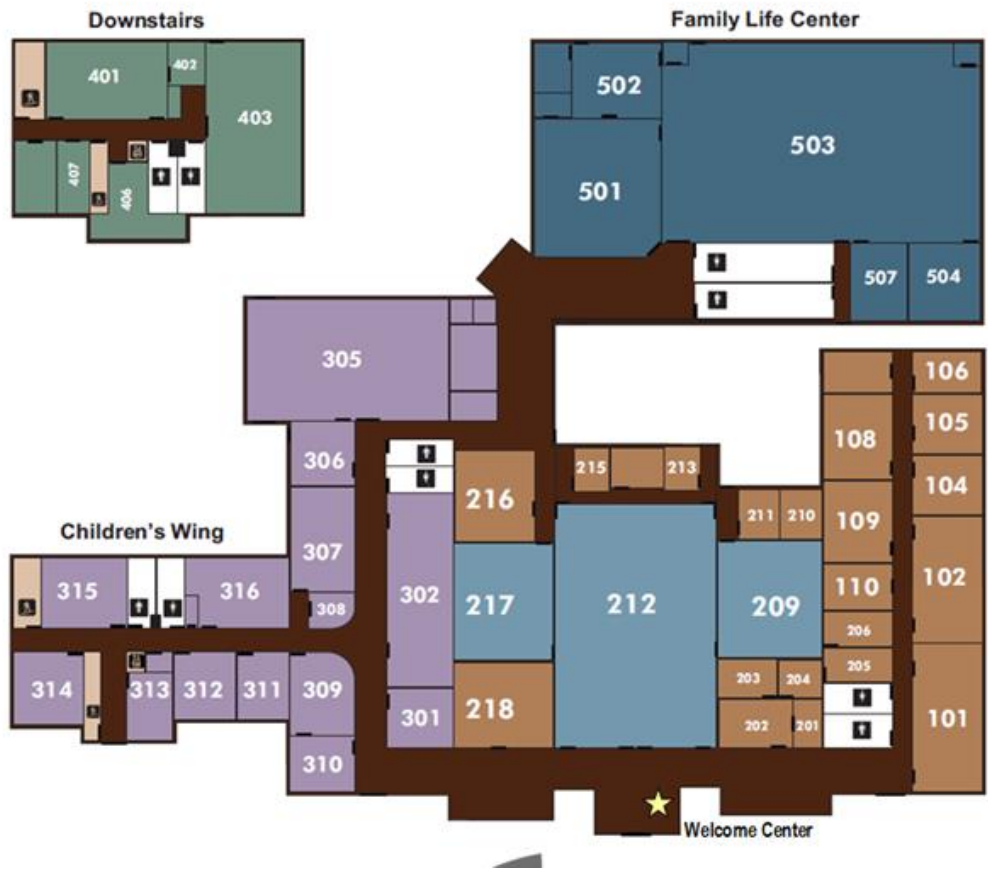
- All weddings must be put on the calendar through the church office. Dates and times for weddings (not to be scheduled after 3:00 p.m. on Saturdays) and rehearsals must also be cleared through the officiating minister.
- A Wedding Packet should be picked up from the church office at the time a wedding is scheduled. The packet contains detailed information about having a wedding at GFCC, including the fees for custodian, wedding hostess, minister, sound technicians.
- A \$50.00 non-refundable deposit is required of everyone reserving the church for a wedding. This fee must be paid at the time the wedding is put on the church calendar.

**Failure to abide by these rules and guidelines will result in a "ban from use" of these facilities.**

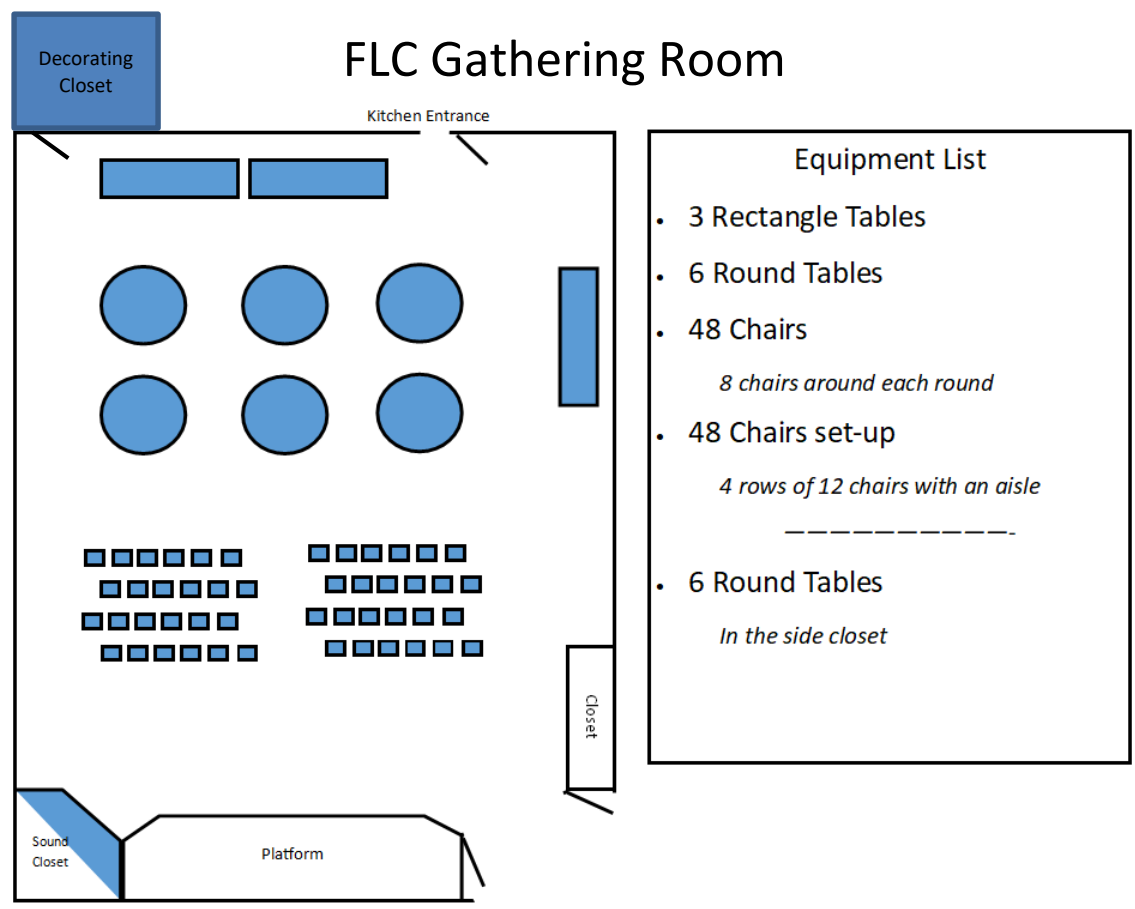
Office	202
Sanctuary	212
Parlor	218
Conference Room	110
Reception Room	501
Kitchen	502
Gymnasium	503
Fellowship Hall	305
Music Room	216

**SUNDAY SCHOOL CLASSES**

Children's Ministry Office	310
Nursery Birth - 1 year	309
Nursery 1 - 2 year	312
Nursery 2 - 3 year	315
Kidz Check-in	308
Preschool/Kdg 4-5 year	401
Kidmo	403
Grades 1 & 2	307
Grades 3 & 4	316
Grades 5 & 6	314
Jr. High	301
High School	302
Fusion	110
Recess	106
Side by Side	218
Life Together	108
Genesis	105
Young at Heart	501
Lamplighters	104
Pathfinders	101
Pairs & Spares	102
Kum Double	109



## FLC Gathering Room



- Equipment List**
- 3 Rectangle Tables
  - 6 Round Tables
  - 48 Chairs
    - 8 chairs around each round*
  - 48 Chairs set-up
    - 4 rows of 12 chairs with an aisle*
  - 6 Round Tables
    - In the side closet*

## Rental Fee Schedule

Family Life Center Gathering Room: 501 - **\$50** (can include kitchen for free if available)

Family Life Center Gym: 503 - **\$50** (can include kitchen for free if available)

All Family Life Center (501 & 503) - **\$100**

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Fellowship Hall: 305 - **\$50** (can include kitchen for free if available)

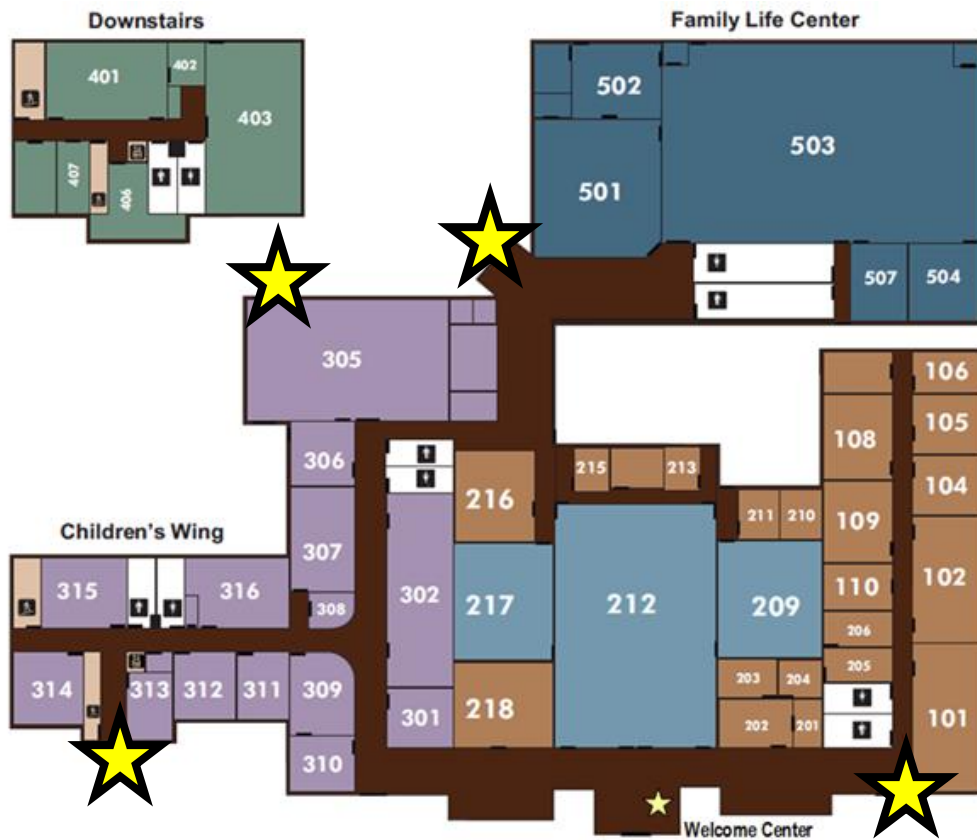
## Key Fob Entrance Locations

Family Life Center: 501, 502, 503

Fellowship Hall: 305, 306 or 302

Daycare Entrance

Main Office Entrance: 218, 212, classrooms



Does your event take place outside of the main office hours? If so, you need to reserve a key fob for your event. Greenville FCC requires key fobs for entry to the building when the main office is closed.

The main office is open Monday – Thursday 8 a.m. – 5 p.m. and Friday from 8 a.m.-noon.

See “Key Fob Registration Form” for details on how to reserve access to the building one week in advance of your event.

# Facility Use Form

Name of Person Responsible: \_\_\_\_\_

Non- Profit Group Represented: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**The security system will be programmed to correspond to this application. If the appropriate set-up and ending time is not listed, you may have difficulty gaining access to the building. Come to the main office during normal office hours (M-Th 8-5 & F 8-noon) to retrieve your keyfob one week before your event.**

Date of Event: \_\_\_\_\_ Description of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ # of people expected: \_\_\_\_\_

## Rooms Reserved

FLC Gathering Room (501) –S3

FLC Gym (503)-S3

FLC Kitchen (502)- S3

Fellowship Hall & Kitchen (305/306) – S2

Sanctuary (212) – N1/S3

Classrooms: \_\_\_\_\_

**\*\*\*Special Requests** (stage, sound, early arrival, late event, showers): \_\_\_\_\_

I understand that special requests require additional fees and coordination on my part.

I understand it is my responsibility to discuss A/V needs with the worship arts department and fees may apply.

## FACILITY USE AGREEMENT

**By checking the boxes and my signature below, I accept responsibility and agree to the following:**

I agree to clean-up the areas used by my event. I understand that I will be charged an additional fee if I cause damage, fail to clean and/ or fail to dispose the trash to the dumpsters outside.

I will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

I will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.

I agree to abide by any rules or regulations for the use of the premises that are attached to this agreement.

I agree to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

**Organizational Users Only** – User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. A copy of the insurance will be provided at least 7 days prior to the event.

I understand it is MY RESPONSIBILITY to confirm the open/ close times for the door or get a key fob one week before my event so I can gain access to the building during my event. I understand the cost of a key fob is a \$25 deposit and the deposit will be returned to me when I return the fob the same month.

Facility User Signature \_\_\_\_\_

Date \_\_\_\_\_

### Office Use Only

Event Scheduled (non-refundable)

\$50 or \$100 Building Use Fee

Non-Profit Fee Waived

\$25 Early or Late Lock-up Fee

\$25-\$100 Fee for A/V

Payment Received: \$ \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

User understands any special A/V requests must be discussed with the Worship Department

(office signature): \_\_\_\_\_

Insurance on-file (required for all sports teams & organizations)

## Key Fob or SCHEDULE UNLOCK -- Registration Form

1

Does your event take place outside of the main office hours? (proceed to step 2)

- The main office is open Monday – Thursday 8 a.m. – 5 p.m. and Friday from 8 a.m. -noon.
- We require the doors are scheduled unlocked for your event or you use a key fob for entry when the main office is closed.

2

Choose one below:

**I would like a Key Fob:** My key fob unlocks the door for me. I will have someone at the door to let people in. Reserve and pick-up your key fob

- It is your responsibility to complete this portion one week before your event.
- Key fobs will only be dispersed during main office hours.
- Key fobs require a \$25 deposit by check or cash.

**I would like the doors to be programmed open during the entire duration of my event.**

Confirm the date and time of your event (corresponds to the Facility Use Form)

Single Date: \_\_\_\_\_

OR

Recurring Event:

Monday     Tuesday     Wednesday     Thursday     Friday

Saturday     Sunday

List the first and last date: \_\_\_\_\_

Time you need to gain access to the building: \_\_\_\_\_ am/pm

Time the event will be complete: \_\_\_\_\_ am/pm

### Key Agreement

Access will be granted only for the door closest to the area of the building reserved on the Facility Use Form. Access will be granted only for the time including set-up and ending time for the event.

### Key Card and Fob Expectations

It is essential that key card and fob access is only used by the owner of the key. Loaning and borrowing of the key card or fob is strictly prohibited. If a key card or fob is lost or stolen, contact the church immediately by calling 618-664-0350 or email [bri@greenvillefcc.org](mailto:bri@greenvillefcc.org) as the access will need to be deactivated immediately. Replacement key cards or fobs will be the responsibility of the purchaser. The same process will need to be followed as if buying a key card or fob for the first time. If this agreement is broken or disregarded, access will be limited or revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Key Fob Registration Form Complete     \$25 Key Fob Deposit     Non-Profit Fee Waived (one-time)  
Payment Received     Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_ or Cash: \_\_\_\_\_

Door Programmed:  Main Office Entrance – N1     Fellowship Hall-S2     Family Life Center-S3     Daycare Front-N4  
Date(s): \_\_\_\_\_ Times: \_\_\_\_\_

Key Fob Renter: \_\_\_\_\_

Key Fob Number: \_\_\_\_\_ Credentials: \_\_\_\_\_ Group Name: \_\_\_\_\_

Deposit Returned     Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_ or Cash: \_\_\_\_\_