

## 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. & Friday 8 a.m. – 12 p.m.**

1. The building is NOT available to be reserved during any church services:
  - a. Wednesday from 5 – 9 p.m.
  - b. Sunday from 7 a.m. – 12:45 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 of a product or service is allowed except when used as fund-raising activities for church groups or non-profit organizations. 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 tablecloths, paper goods or other supplies for events.
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 days:** New Year’s Day, Easter weekend, Memorial Day, Independence Day, VBS week & weekends, 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) is reserved.**
- Non-profit organizations & non-profit sports teams are exempt from fees and must have proof of insurance on file listing the church as an additionally insured on their certificate.
- All non-member renters must provide proof of insurance listing the church as an additionally insured on their certificate or pay an additional **\$75 fee** to cover the cost to the church to provide insurance coverage. The insurance company defines members as those who have formally placed their membership with the church or have been baptized at the church.

### ADDITIONAL FEES

- 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, [ben@greenvillefcc.org](mailto:ben@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.
- 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.
- 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.
- **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 SMALL GYM

- The Small Gym is available during the week (except Wednesday evenings) and various times on the weekend.
- 8 tables and 64 folding chairs are available in the Small Gym.
- Toys/games stored in the closet are for the use of the church and not available for renters use.

## WEDDINGS

- All weddings must be put on the calendar through the church office. Dates and times for weddings (not to be scheduled after 5:00 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.**

## Rental Fee Schedule

Family Life Center Reception Room: 501 - **\$50/member \$125/non-member**

Family Life Center Gym: 503 - **\$50/member \$125/non-member**

All Family Life Center (501 & 503) - **\$100/member \$175/non-member**

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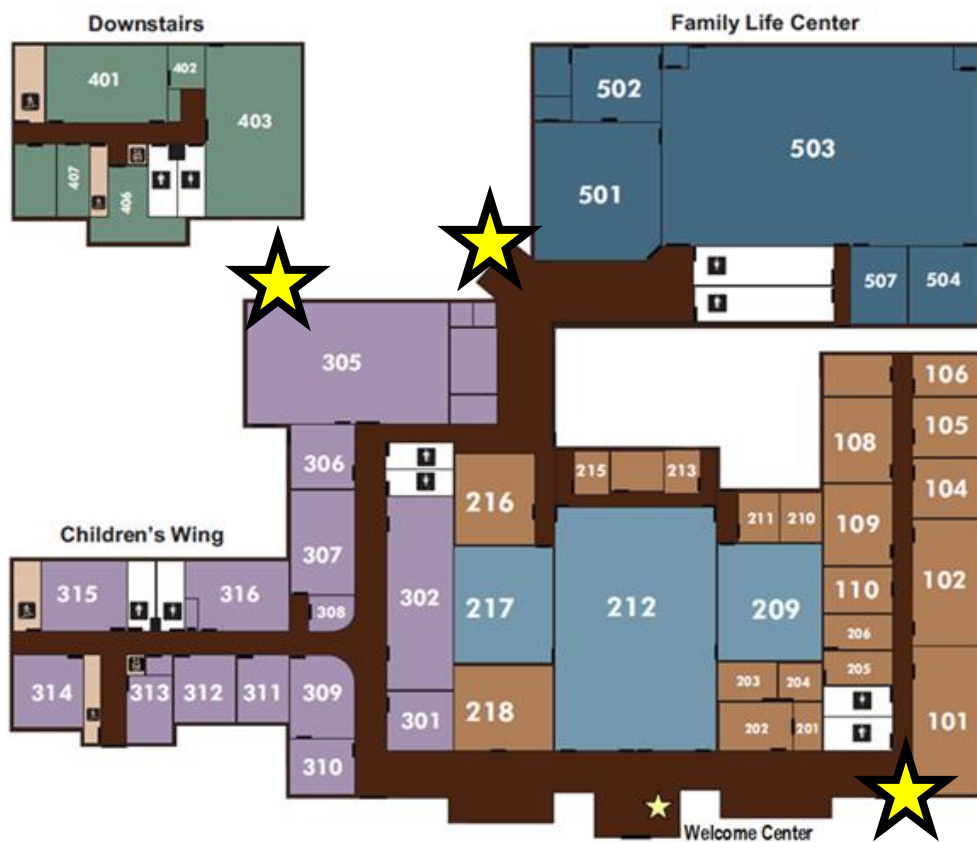
Small Gym: 305 - **\$50/member \$125/non-member**

## Entrance Locations

Family Life Center: 501, 502, 503

Small Gym: 305

Main Office Entrance: Sanctuary (212), classrooms



## 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. Please plan accordingly.***

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

Date of one-time event: \_\_\_\_\_ **OR** Recurring Event (choose below):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

If your event is recurring, list the first and last date: \_\_\_\_\_

Desired time to access the building: \_\_\_\_\_ am/pm Planned time of completion: \_\_\_\_\_ am/pm

### Rooms Reserved

☐ FLC Reception Room (501)

☐ FLC Gym (503)

☐ FLC Kitchen (502)

☐ Small Gym & Kitchen (305/306)

☐ Sanctuary (212)

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

**\*\*\*Special Requests** (stage, sound, 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.

☐ I understand that non-members are required to pay an insurance fee of \$75. The insurance company defines members as those who have formally placed their membership with the church or have been baptized at the church.

## 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.

Facility User Signature

Date

### Office Use Only

Event Scheduled (non-refundable)

☐ \$50 or \$100 Building Use Fee

☐ Non-Profit Fee Waived

☐ \$25-\$100 Fee for A/V

☐ \$75 non-member insurance fee

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

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