



Facility Use Policy

MISSION STATEMENT

Grand Rapids Evangelical Free Church is a church where all generations are together seeking Jesus, being changed by Jesus, and making Him known.

This statement guides our decision-making process for everything we decide to do. All functions and use of this facility must be compliant with the Mission Statement.

PHILOSOPHY OF USE

God has richly blessed GREFC with a beautiful facility and grounds. Our hope and prayer are that our facility would be used to, not only support the spiritual growth of the people who call this their church home, but to also reach out to our community to help them know the love of Jesus and to help them come to follow him as their savior. The building and grounds are simply a tool to help us accomplish our mission.

If our facility is to be used to accomplish our mission, it follows that it must not be used for any purposes that oppose our mission. Thus, our facility will not be permitted to persons or groups holding, advancing, or advocating beliefs or advancing, advocating or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in the church's constitution, bylaws, core beliefs and the Bible.

PRIORITIZATION OF FACILITY USE

All church ministry programming, events, and meetings initiated by the church Pastors, Elder Board, Executive Board, church staff or church ministries take precedence over any other activities. Weddings are covered under a separate policy. Contact the GREFC office to review the Wedding Policy.

Facility use for events outside of the church's regular use for ministry shall be prioritized and scheduled based on the following three categories:

Category 1: Member and regular attenders or associates: Bible studies and small group gatherings, receptions, anniversaries, showers, or other community events of which a church member/regular attender is involved and can vouch for the beliefs/attitudes of the group (i.e. sports dinners, homeschooling groups, etc.)

Category 2: Nonprofit/Public Service: Events whose objectives comply with the church's mission. This determination will be made by the Pastors and/or Elder Board on a case-by-case basis.

Category 3: General use by entities not affiliated with our church: If the group and/or the event complies with our values and beliefs. This determination will be made by the Pastors and/or Elder Board on a case-by-case basis.

GENERAL POLICY GUIDELINES

1. Please be aware that there may be more than one group using the facility before, during or after your event. Therefore, please be respectful of others by keeping your noise level appropriate, spaces in order, and by starting and ending promptly at the time for which you reserved the space. If your event will be noisy by nature, please inform the church as you are booking your event.
2. Each user is limited to the activities and space(s) that are reserved.
3. Smoking is not allowed in the building or at the entrances/exits.
4. Alcoholic beverages and illegal substances are not permitted in the buildings or on the grounds of the church.
5. Serving food is limited to pre-approved areas. Please check with the church office before reserving your space.
6. If preparing food in our kitchen, at least one of the preparers must have taken food safety training.
7. Each user is expected to leave the building reasonably clean and in the same condition it was in prior to the event. Remove all items associated with your event immediately following the event.
8. Decorations in the building or on the grounds must be approved by the Facility Coordinator or Senior Pastor. Nothing shall be screwed or nailed to any surfaces without consent.
9. Each user will be held responsible for any damages done to church property or equipment. Please immediately report any damage to the Church Office.
10. Each user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
11. Pets are not allowed in the building except for service animals. Users are responsible for cleaning any waste generated by their pet(s) on the church grounds.
12. Any groups that require the use of the sound or lighting systems in the worship center must have a church sound/lighting technician on duty at a cost of \$25/hour.
13. Kitchen equipment should be washed, dried, and reshelved after use. Kitchen supplies (e.g. paper plates, napkins, plastic utensils, lemonade mix, etc.) are the responsibility of the group that is reserving the space (the church's supplies are for the church's ministries). Any leftover food items are not to be kept at the church unless prior arrangements have been made with Church Staff.
14. All children under the age of 13 must be always under the supervision of their parents or other adults at least 21 years old and are not permitted to roam freely within the building or on church property. The church's nursery, preschool/Sunday school rooms will be locked and unavailable for childcare purposes.
15. Furniture and equipment will not be removed from the church property and all furniture and equipment must be returned to its original location and set up in the original orientation (all rooms have a furniture placement diagram near the door). The person/group requesting furniture/equipment assumes full responsibility for the costs of damage, repair, or replacement. All tables and chairs are to be thoroughly cleaned before being returned.
16. Requests must be placed at least 2 weeks in advance but no more than 12 months prior to the date of the event. The Church reserves the right to cancel usage if a church ministry schedule conflicts with your event.
17. All lights should be turned off and doors locked after the facility is used. Return any guest key cards to the Church Office or leave in the black box in the front vestibule.
18. Abusive/foul language, violent behavior, drug, or alcohol abuse will not be tolerated on the premises. Any persons exhibiting such behavior will be required to leave and failure to do so will cause us to contact the police.
19. All questions regarding these policies may be directed to the church office. Church office hours are Monday, Tuesday & Thursday, 9:00 am-3:00 pm.

PUBLICIZING YOUR EVENT

- **Category 1 Events:** Most member/attender events will be communicated in the Weekly Round Up Newsletter if you notify the GREFC Communications Coordinator (we will not automatically promote your event). For further promotion, Contact the GREFC Communications Coordinator to discuss. Promotion of church ministry events always take precedence.
- **Category 2 Events:** Case-by-case basis. If promoted by church staff, any promotional materials would need to be supplied by the event coordinator.
- **Category 3 Events:** Generally, not promoted by church staff either within or outside of the church.

LIVE STREAMING

We have the capability to livestream your event on YouTube and Facebook if it takes place in the Worship Center. It will be made public for one week and then will be made private. You will be given a code for access once it is made private or will be given a jump drive with the event downloaded to it. This service will require a Sound Technician from GREFC. The cost is \$25/hr.

SCHEDULING EVENTS

Requests for facility use may be made to the Administrative Assistant or Pastor by submitting the “Facility Reservation” and the “Church Facility Agreement” forms to the Church Office. Prior to submitting the forms, consult with the church’s Administrative Assistant for availability.

The event will be reserved and placed on the church calendar only when the Pastor or Executive Board member approves the use.

FEE SCHEDULE

A sound technician is required for any events requiring audio/visual in the Worship Center. The charge for a sound technician is \$25/hour.

Custodial services are required anytime an event is over 50 people in attendance and falls outside of the regular times that our custodian cleans (Tuesdays and Fridays). The charge for custodial services is a flat fee of \$75.

Other charges are outlined below based on who is using the space:

Category 1: No charge for use of the space with the understanding that the group using the space is responsible for putting the space back as it was and cleaning up after themselves.

Category 2: No charge for use of the space. A \$50 damage deposit is required. The spaces used must be returned to their original setting and cleaned if necessary. The damage deposit will be returned after the event when it is determined that all spaces are clean and free of damage. Users will be liable for damages over and above the deposit. Free-will donations for use of the space would be appreciated. Suggested donations include \$25 for groups of 1-49, \$50 for groups greater than 50.

Facility Reservation Form

Category 3: Fee schedule (below) applies for use of spaces. A \$50 damage deposit is required. The spaces used must be returned to their original setting and cleaned if necessary. The damage deposit will be returned after the event when it is determined that all spaces are clean and free of damage.

Rooms & Occupancy

	Stadium Seating	With Tables	Fees (Category 3 only)
Worship Center	300	150	\$200
Community Room	125	80	\$100
Youth Room	60	48	\$25
Room 106 (Barn Door Room)	60	40	\$25
Kitchen	n/a	n/a	\$50
Adult Conference Room (Pine Room)	25	18	\$25
Classrooms			\$15/each
Classroom 101A&B	40	30	
Classroom 102	20	16	
Classroom 103	20	16	
Classroom 104	20	16	

The nearest restrooms are included in the reserved areas.

Coffee/Beverage Service

If your event would like coffee or other beverages to be available during your event, you may purchase our Coffee/Beverage Service. You must supply someone to prepare and serve the coffee and follow all our coffee service instructions. Coffee/Beverage Service includes:

- Use of our BUNN coffee maker, coffee filters, coffee (regular & decaf).
- Use of our Kurig and Kurig pods.
- Creamers and sweeteners, insulated cups, lids, napkins, air pots and thermal carafes. All must be cleaned and returned to their original locations.
- Use of an electric kettle for hot water, various teas, ciders, and hot chocolate.
- Water dispensers with infuse inserts. (Ice must be purchased separately and brought onsite – freezer space is available in the storage room off the Community Room.) Lemonade Mix.

Coffee/Beverage Service is \$25 for groups sized 1-50, \$50 for groups sized 50-100, \$75 for 100-150. For groups larger than 150 please consult with the Administrative Assistant.

You are allowed to bring all your own supplies (listed above) and use our coffee equipment (Bunn Coffee maker, Kurig, electric water kettle, water dispensers) to make coffee at no charge. All equipment must be rinsed/cleaned and return to its original location.

FORMS REQUIRED

The following forms must be filled out and submitted to the church office before an event is considered fully scheduled:

- Facility Reservation Form
- Church Facility Agreement
- Worship Team Service Request Form (if Sound Tech is needed)
- Exit Checklist

Facility Reservation Form

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FACILITY RESERVATION FORM

Grand Rapids Evangelical Free Church

34384 County Road 63

Grand Rapids, MN 55744

PHONE: 218-327-9343 Email: office@grefc.org

Event Information

Name of Person/Group Booking Event: _____

Name of Contact Person (if different from above): _____ Phone: _____

Type of Function: _____ Email: _____

How many people are expected to attend this event? _____

Do you have access (key or card key) to the building? Yes No

Event Dates & Times

Single Date

Date Requested: _____ Day of Week: _____
Month/Day/Year

Start Time: _____ am/pm End Time: _____ am/pm

Additional Set-Up Time: _____ min/hrs Additional Take Down Time: _____ min/hrs

Rehearsal time required? Yes No Rehearsal date/time/duration: _____

Multiple Dates

Day of Week: _____ Start Time: _____ am/pm Day of Week: _____ Start Time: _____ am/pm
Date: _____ End Time: _____ am/pm Date: _____ End Time: _____ am/pm

Set Up Time: _____ min/hrs Take Down Time: _____ min/hrs More Dates? Use separate sheet.

Regular Recurrence

Day of Week: _____ Start Time: _____ am/pm Daily Weekly Biweekly Monthly
Date: _____ End Time: _____ am/pm Recurrence Ends: _____

Same Time as Initial Event? Yes No _____

Equipment Needs

Most rooms come equipped with Audio and Visual capabilities (TV and/or Projector Screen) that can be connected to a laptop or other device via an HTML cord (provided). DVD players are also available in most rooms. Please discuss with the church's Administrative Assistant any additional equipment you might need.

Equipment Requirements

All tables will come with the corresponding number of chairs. Tablecloths are not provided but are recommended. If you need additional tables (for serving) or chairs, please indicate that below including the size of table(s) you would like. Tables will be provided in the room you will be using but you are responsible for setting them up in your preferred placement and taking them back down when you're finished.

Tables with folding or black chairs

- Round - white 6' (seats 8, tables available: 12) Number Needed _____
- Rectangular - black 4' (seats 4, tables available: 5) Number Needed _____
- Rectangular - white 6' (seats 6, tables available: 2) Number Needed _____
- Rectangular - white 8' (seats 8, tables available: 9) Number Needed _____

Additional Table or Chairs needed (explain)? _____

- Portable Mic/Speaker

Kitchen Requirements

If reserving the kitchen, please check the appropriate use:

_____ Use for warming or serving/plating food that was prepared offsite (crockpots, desserts, etc.)

_____ Use to prepare food (chop/dice, cook, etc.) onsite. (Requires at least one person to be food safety trained. Training constitutes reading through, and all food handlers to follow, a Food Safety Brochure provided by the MN Dept. of Health).

Name of Trained Individual: _____ Contact Information: _____

_____ Used by catering company (assumes catering company is food safety trained and can verify):

Name of catering company: _____

Contact information of Catering Company (phone/email): _____

Note: You are responsible for providing all your paper products (paper plates, cups, utensils, etc.). Do not use the church's supplies unless you have prior approval. If using the church's porcelain plates and metal utensils, you must wash and return all dishes/cutlery.

Fee Schedule & Grand Total

Please use this section to calculate how much you owe the church, if anything, for the use of its space, services, and equipment. **We recommend you complete this section with the church’s Administrative Assistant.** All checks can be made out to “GREFC” except for the fees for a Sound Technician, which should be made out payable to that individual.

On the Table below, please circle your category:

Category 1: Member and regular attender or affiliated with a member or regular attender.

Category 2: Nonprofit/Public Service

Category 3: All Other Entities

Please indicate which spaces and services you are reserving (checkmark on the left, Subtotal on the right, Grand Total on the bottom).

		Category			Subtotal
		1	2	3	
<input type="checkbox"/>	Damage Deposit ¹	n/a	\$50	\$50	
<input type="checkbox"/>	Sound Technician Audio/Visual Technician ²	\$25/hr	\$25/hr	\$25/hr	
<input type="checkbox"/>	Custodial Services ³	\$75	\$75	\$75	
<input type="checkbox"/>	Coffee/Beverage Service ⁴ (circle) 1-50 50-100 100-150 150+				
<input type="checkbox"/>	Worship Center	n/a	n/a	\$200	
<input type="checkbox"/>	Community Room	n/a	n/a	\$100	
<input type="checkbox"/>	Kitchen	n/a	n/a	\$50	
<input type="checkbox"/>	Adult Conference Room	n/a	n/a	\$25	
<input type="checkbox"/>	Student Ministries Room	n/a	n/a	\$25	
<input type="checkbox"/>	Children’s Large Group Room	n/a	n/a	\$25	
<input type="checkbox"/>	Classrooms	n/a	n/a	\$15 (each)	
Grand Total					

The nearest restrooms and the nursery are included in the reserved areas.

¹ Required for Categories 2 & 3.

² Required if using the Worship Center and need to use any audio/visual services. Hours include practice time, stage clearing and reset, AV set-up, livestream setup, etc. Most events take between 3-5 hours for the sound technician.

³ Required for groups larger than 50 when the event is held after 4:00 pm on Friday through Saturday evening.

⁴ Cost based on group size: \$25 for 1-50, \$50 for 50-100, \$75 for 100-150, 150+ TBD.

CHURCH FACILITY AGREEMENT

Please return completed form to the Church Office at least three weeks in advance of date requests to confirm your reservation.

Please read the following statements and initial at the end:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith (reference: GREFC's Constitution and Bylaws).
2. I will be personally present during all usage of the church facilities (e.g. setup/decoration, event and tear down).
3. To the best of my knowledge, the purpose for which I am requesting the use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
4. I am not aware of any beliefs that are professed by me or the organization I represent, and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
5. I understand that upon approval of my Facilities Reservation Form, I will need to provide any fees required to the church.
6. I understand the use of the church facilities is subject to the Executive Board's approval.
7. I understand that I will be responsible for any damages to the church facilities resulting from the proposed use of facilities.
8. The church believes disputes are to be worked out between parties without recourse to the courts. Users of the facilities agree to attempt resolution of any disputes through Christian meditation.

_____ (initial)

Facility Use Indemnity and Hold Harmless Agreement:

I will indemnify and hold harmless Grand Rapids Evangelical Free Church from all liability and each demand, cause of action, loss, cost, damage and expense (including without limitation mediation fees, reasonable attorney fees, and costs of litigation) incurred by Grand Rapids Evangelical Free Church from a default or any other action by me or others associated with this event, in connection with, or growing out of, this Agreement or my/our use of facilities.

Signature

Date

Printed Name

On Behalf of Organization (where applicable)

KITCHEN & ROOM EXIT CHECKLIST

- _____ 1. All dishes, pots, pans and utensils are to be washed, dried, and returned to proper storage places. (NOTE: The machine in the kitchen is not a dishwasher but a sanitizing machine. If using, please wash dishes prior to sanitizing them. Dishes are not required to be sanitized after washing.)
- _____ 2. Stovetops washed and cleaned.
- _____ 3. Oven wiped clean (if used).
- _____ 4. Microwave washed clean of spills and spatters.
- _____ 5. Kitchen floor swept.
- _____ 6. All leftover food given away or disposed of. *No food is to be left in the kitchen unless coordinated with the church office first.*
- _____ 7. Inside trash can bags tied and taken outside to the dumpster (located on the west end of the parking lot).
- _____ 8. Trash cans relined with proper size bags (which are kept in Custodial Closet B).
- _____ 9. Carpets inspected and any spills wiped up immediately. *Please inform office if you cannot get any spills out.*
- _____ 10. Vacuum carpets if visible debris on the floor.
- _____ 11. Return all furniture and chairs to the original location.

EXIT CHECKLIST

Please be sure that the following items are completed before you leave.

- _____ 1. All tables are cleaned and dried and returned to original room set-up or how they were at the start.
- _____ 2. Chairs are inspected for spills/damage and returned to original room set-up or storage.
- _____ 3. Heating or air conditioning returned to preprogrammed schedule.
- _____ 4. All lights turned off, including lights in bathrooms.
- _____ 5. If last in the building, lock all doors with hex key. Pull on door to be sure it has latched closed.
- _____ 6. Turn off light in vestibule.