

Building and Vehicle Use Policy

Grace Bible Church (GBC) has been blessed with a wonderful facility to carry out the mission of the church and, in a spirit of community service, make its facilities available to its members, regular attendees, and outside groups. In order to exercise good stewardship, avoid scheduling conflicts, and maintain the facility in the best possible condition, the policies listed below have been established.

A completed application form for use of the facility must be submitted to the Trustee Board for approval.

BUILDING AVAILABILITY

GBC facilities may be used by community, charitable, civic groups, and non-profit organizations as follows:

- When space is available.
- When use does not conflict with church sponsored group activities.
- When use does not conflict with the terms of GBC's insurance policies. Some groups may be required to provide an insurance binder prior to use of the building based on group size, activities involved, and/or frequency of events.

GBC is not responsible for the loss or damage of personal items. User groups shall not hold GBC responsible in any way for temporary storage of equipment or supplies. GBC can provide temporary storage of equipment or supplies if space is available.

GBC will not allow its facilities to be used for political activities. However, its facilities may be used as a polling place for elections.

GBC reserves the right to deny the use of church facilities to any group or organization whose organizational beliefs are in conflict with the doctrine or teachings of GBC or whose use of the facility may discredit the reputation of GBC.

Approval of any given activity does not guarantee exclusive use of the church. In the event of simultaneous but exclusive use of different areas of the church, each applicant will be informed as to the presence of the other event. The Trustee Board will make any determination as to activity conflict and in such cases, grant approval to the earliest applicant.

PRIORITY OF USE

1. Regular church activities which include worship services, Sunday school, prayer meeting, Keenagers, AWANA, youth ministries, VBS, Bible study, etc.
2. Weddings, funerals, receptions, music recitals, and individual parties and special events for GBC members and regular attendees.
3. Outside groups.

ROOM SCHEDULING AND TERMS OF USE

A building use request form must be obtained from the church office. The maximum term for continuing use is one year after which a new application and approval will be required. All requests must be approved by the GBC Trustee Board or its appointed representative.

Any group or organization using the facilities on a continuing basis may be relocated or rescheduled if there is a conflict with church sponsored activities. Every effort will be made to give adequate advanced notice and accommodate the group or organization if relocation or rescheduling is necessary.

ADVERTISING AND PROMOTIONS

The Grace Bible Church name may not be used in any printed or electronic advertising or promotional materials other than for maps and directional purposes.

Prior approval must also be obtained for any postings of advertising or promotional materials on GBC bulletin boards or information areas.

FACILITY USE GUIDELINES

GBC utilizes its facilities for numerous ministries and its custodial services are structured to meet the needs of these ministries. Use of GBC by outside user groups may be denied if GBC is not able to obtain adequate custodial services to meet the needs of these outside groups.

The High School Oasis room and AV equipment were designed to meet the specific needs of the high school ministry thereby giving priority use to high school ministry functions. Use of this room by other ministries/groups must be given special approval by the Trustee Board along with the Youth Pastor. Use of the Oasis room AV equipment must be under the direction of the Trustee Board.

The following guidelines must be adhered to by all groups and ministries using GBC facilities.

- No minors are to be in the building without at least two adults (age 21 or older) present.
- If at any time the fire alarm system sounds, everyone must exit the building and wait for the Fire Department to give clearance to re-enter.
- Clean up used area or areas of church property. This would include sweeping, mopping, vacuuming, wiping, trash removal, removing of decorations, etc.
- No food is to be taken outside of the Activity Center, except for food routinely served at regularly scheduled ministries. Special events, including those associated with regular ministries, must have specific approval from the Trustee Board to serve food in other areas of the building.
- Kitchen clean up would include: all dishes, equipment, and cookware to be cleaned, dried, and put back in their proper location. Counter tops and floors must be cleaned. All left over food must be removed from the kitchen unless permission from the church hostess has been

- given to leave certain foods or condiments in the kitchen. All trash must be removed. Clean up must be done after use. Any exceptions must be approved by the Trustee Board.
- Food must be kept in sealed containers. Plastic Tupperware-style is preferred.
 - Report any damage to church property to the Trustee Board, even if it was found that way. Also report anything needing repair.
 - Report any dangerous or faulty areas or equipment.
 - Materials and equipment should be kept in an organized way. If you are having storage problems, let the Trustees know and we will try to assist you.
 - If you will be using any equipment that you are not familiar with, please let the Trustees know and they will have a qualified individual show you how to use and care for it.
 - A summer and winter lock up procedure must be followed after using the facility. If you are unfamiliar with the list, the Trustees will provide you with one.
 - Decorative items and furniture in the Sanctuary, Annex, Fellowship Room and Narthex may not be removed and used in another area of the church.
 - No items will be fastened to any walls in the facility without consulting the Trustee Board.
 - No tape is to be used on any flooring surface without Trustee Board approval.
 - Office copiers and supplies should never be used for personal use.
 - Candles should never be used unless approved by the Trustee Board on every occasion.

Any church property which is damaged, marred, or destroyed must be paid for by the responsible party in accordance with the item's established value for replacement or repair, to be determined by the Trustee Board. Such costs are in addition to the fee for the use of the facility.

The activity should not in any way contradict Biblical commands or go against the GBC constitution. Alcoholic beverages and use of tobacco are prohibited in the church and on the church grounds.

MEDICAL ACCIDENT NOTIFICATION POLICY

Listed below is the Notification Policy for medical attention and insurance coverage, whether the accident occurs at the church or while on a church activity away from the church property. Each ministry leader must do the following:

- Call for medical assistance if necessary (i.e. ambulance, police, etc).
- Write down what happened including date, time, names of witnesses, medical attention required.
- Fill out accident report form and return to the church office. An accident report form is attached at the end of this document.
- Notify parents in cases involving minors.
- Provide all information and paperwork to the church office as soon as possible.
- Fill out accident report with the police department.

The church office will notify the insurance agent and will notify the chairmen of the Executive, Deacon, and Trustee Boards. The church office will maintain a record of all related correspondence, phone conversations, insurance documents, and medical records.

VEHICLE USE POLICY

The Trustee Board has established a policy regarding the use of church owned vehicles. This Board has a list of approved drivers, which all persons must be on before they are eligible to drive the church vehicles. The following criteria are used to determine eligibility:

- Must be at least 21 years old.
- If transporting minors, the driver must be at least 25 years old.
- Must be on approved list.
- Must have a clean driving record.
- Must be a responsible person.

If you are interested in being included on the approved list, please see the Chairman or Vice Chairman of the Trustee Board. All department leaders should submit a list of names of all persons in their area who wish to drive the church vehicles. Department leaders will then be notified of the approved persons in their area. Any exceptions to this policy must be approved by the Chairman or Vice Chairman of the Trustee Board.

Drivers are to check the oil after an overnight trip or to camp. The driver is responsible for filling the log book for each use (date, destination, ending odometer reading, miles driven, driver name). If the gas tank is ½ full or less upon return, the tank must be filled. All vehicle registration, insurance, and inspection paperwork must be left in the vehicles. All trash must be removed from the vans. Report any spills (e.g. coffee, pop) to the Trustee Chairman or Vice Chairman. Van gas cards are to be used for church vans only. They should never be used to fill up any personal vehicles.

FUNERALS

Use of the building for funeral services is at no cost to members and regular attendees. The person in charge should contact the Trustee Chairman or Vice Chairman (not the church office) to coordinate which rooms are being used as well as any meal taking place. If possible, all details are needed 48 hours prior to use so that the Trustees have adequate time to get all setup complete. All building use policies still apply the same as any other facility use.

WEDDING/RECEPTION

The following application procedure should be followed:

1. For weddings, the application (page 6 & 7) should be sent to the Deacon Board/Trustee Board at least 90 days before the date of the wedding.
2. For receptions, the application should be sent to the Trustee Board at least 60 days before date of reception.

Each applicant/activity will be given separate and individual consideration by the appropriate boards, whose decisions are final.

All weddings will have a wedding liaison appointed by the Trustee Board. All responsibilities of the wedding liaison are as follows:

- Review the application and rules with the couple to answer any questions they may have.
- Notify the janitor of the wedding date and requested setup.
- Arrange for someone to run sound for the wedding rehearsal/wedding.
- Turn on lighting and set heating/air conditioning.
- Obtain information on decorating items being rented, and delivery and pick-up times.
- Arrange for the church to be open before and closed after the rehearsal, decoration and wedding.
- A temporary key can be made if required for the wedding party.
- After the wedding, the wedding liaison will check the church for proper takedown and will report any damage to the Trustees.

The church will be opened up to three times: once for a rehearsal, once for decoration and once for the wedding. Any additional times must be arranged with the wedding liaison.

All decoration plans must be presented to the Trustee Board for approval prior to setup. All candles must be approved by the Trustee Chairman. All decorations must be taken down immediately following the wedding. Any decorations used that are not arranged with the liaison prior to wedding may be removed without notice to the wedding party. Guests will refrain from throwing rice or birdseed for issues of safety. Any items thrown outdoors must be biodegradable.

For receptions, the janitorial staff will set up or move tables in advance according to plans provided.

The kitchen equipment will be available for use but should be cleaned and restored to proper order. Garbage should be collected and placed in or near the proper containers for removal by the janitorial staff.

It is desired that the activity be terminated by 10:00 p.m.

***All questions regarding this form are to be directed to the Trustee Chairman.**

***No person, group, or ministry of Grace Bible Church is exempt from following the rules of this policy.**

***By signing the bottom of page 6, the applicant is agreeing to comply with the Building and Vehicle Use Policy rules as written, and pay applicable fees.**

PROPERTY USE APPLICATION

Organization or Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Reason for use: _____

Date of use: _____ Start Time: _____ End Time: _____

**Church ministry, wedding showers and baby showers will have fees waived, but approval of this form is still needed.*

**Members and regular attendees can pay only the 1st hour's fee, and then they are responsible for the cleanup according to the Guidelines above (vacuuming, wet moping, setup, etc.).*

**Reservation will be put on the church calendar when approved by the Trustee Board.*

**All fees are due with the submittal of this application.*

**The \$100 security deposit will be refunded after area is approved by the Trustee Board to ensure no damage and all areas used are clean.*

ROOM	TOTAL HOURS	1 ST HOUR RATE	2 ND + HOUR RATE	TOTAL
Sunday School Room		\$50.00	\$25.00	\$
Fireside Room		\$60.00	\$30.00	\$
Fellowship Room		\$60.00	\$30.00	\$
Atrium		\$60.00	\$30.00	\$
Sanctuary		\$150.00	\$75.00	\$
Activity Center		\$150.00	\$75.00	\$
Kitchen		\$85.00	\$40.00	\$
Baby Nursery		\$25.00	\$10.00	\$
Toddler Nursery		\$25.00	\$10.00	\$
Oasis Room		\$75.00	\$35.00	\$
Sound Tech <i>per room</i>		\$100.00		\$
Liaison Fee		\$100.00		\$
Security Deposit				\$100.00

TOTAL FEE	\$
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Green Van:	Number of Passengers:
Silver Van:	Number of Passengers:
Other:	

Signature of Applicant: _____ Date: _____

Trustee Approval: _____ Date: _____

Deacon Approval: _____ Date: _____

Wedding Personal Information

BRIDE INFORMATION:

Name: _____ Birthdate: _____

Address: _____ Phone: _____

Church Affiliation: _____

Parent or Guardian: _____

GROOM INFORMATION:

Name: _____ Birthdate: _____

Address: _____ Phone: _____

Church Affiliation: _____

Parent or Guardian: _____

BRIDE & GROOM INFORMATION:

Relationship to any GBC attenders: _____

Future Address: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Officiating Minister & Church: _____

Bride Signature: _____ **Date:** _____

Groom Signature: _____ **Date:** _____

Deacon Signature: _____ **Date:** _____

Accident/Incident Report Form

Person Injured: _____

Phone Number: _____

Street Address: _____

City/State: _____

Date of Injury: _____

Time of Injury: _____

Site of Accident: _____

Type and extent of injuries base on the following:

1: Immediate first aid observations: _____

2: Treatment by medical personnel: _____

Name of guardian notified? _____

Who notified guardian? _____

Time: _____

Does injured person have medical insurance? _____

If so, name of carrier: _____

Their plans and comments: _____

Who was the first person on the scene? _____

What action was taken? _____

Other persons on the scene and their actions: _____

Attach any eye witness reports.

Cover the following 8 points.

1. List the sequence of the activity: _____

2. Exactly what was the injured person doing when accident occurred: _____

3. Describe the location of accident on property: _____

4. Was there any damage to property? If so, whose property and what damage: _____

5. Ask the injured party what happened and what they were doing? Write down any admissions by the injured person that he/she was not following directions or did something wrong, or failed to do something he/she was supposed to do:

6. First aid procedure rendered?

Which Emergency service was called?

Which medical facility was injured party taken to?

7. Any unique circumstances?

8. Attach any pictures from scene of accident:

Name of person filing report:

Signature:

Date:

**This report must be submitted within three days of accident to the Trustee Board Chairman. Accidents which may lead to a liability claim must be reported promptly.*