



Church Use of Facilities Policy

The church's facilities are a testament to God's grace and the sacrificial generosity of church members. Grace desires that its facilities be used for church fellowship and God's glory. Although the facilities are not generally open to the public, Grace does make its facilities available to approved non-members to live our conviction to build a community to reach a community.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's biblical convictions, which are summarized in the church's constitution. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. Grace's restrictive use is upheld for two reasons: First, to protect Grace from allowing its facilities to be used for purposes that contradict the church's beliefs and practice (2 Cor. 6:14; 1 Thess. 5:22). Second, to make sure that Grace's staff and members maintain clarity in the gospel and uphold the church's witness within the community as Grace lives out its vision and mission. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities.

Approved Users and Priority of Use

Any facility requests will be presented to the pastors for approval and, as needed, submitted to the Elders for approval. No building use is permitted without authorization. Priority for facility use is as follows:

1. Grace Church ministries or sponsored activities.
2. Grace Church members for ministry and personal use.
3. Non-Grace Members.

Church ministries and sponsored events always take priority. This includes events that may happen after the approval of number 2 or 3. Such events can be a ministry event need, wedding, funeral, etc. Such decisions are at the discretion of the Pastors and Elders. All approved building use must adhere to the following:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned use of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit an official request.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and described in any additional instructions by church staff.

Affirmed by the Elders of Grace Church in Mahomet, Illinois on Thursday, March 17, 2022.

Scheduling Events

Facility use requests shall be submitted to the church office via a building use request form and await approval from pastors and elders. The request will be reserved and placed on the church calendar upon approval.

Events Guidelines:

Events can be for one day or reoccurring. Events that take place on a specific day/date for defined hours still must align with the priority of use and adhere to the hours, days, and times requested. There are reoccurring events that must comply with the event guidelines. Only upon approval from Pastors or Elders can a reoccurring event fall outside of Grace's reoccurring events guidelines.

The guidelines for reoccurring events are as follows:

1. Please be respectful to the church property.
2. Please be respectful of your building access and do not just assume the building is not in use. Please note that event fobs are generally set to only work on days and times of the event.
3. If you need to change, modify, or extend an event, please contact the office, and confirm approval.
4. Reoccurring events will be limited to 8 sessions (approximately two calendar months).
 - a. After 5 sessions, a request can be made to re-up the facility request for up to another 8 weeks/ sessions. Requests will be made in person or by email to the office (grace@gracemahomet.org).
 - b. Requests will be given to staff for review. Ministry conflicts and other potential requests will be taken into consideration before approval. Staff will do their best to have a decision made and communicated within two calendar weeks.
5. Reoccurring events will be limited to 2 hours of facility use (Unless approved by leadership).
6. Grace upholds our commitment to a Christ-centered community, which applies to reoccurring events. Therefore, hosts must be communicative and flexible.
 - a. Communicative: If issues arrive and the office calls to update the host on a conflict, hosts must do their best to respond in an appropriate amount of time. This avoids stress and provides any needed time to communicate changes to event participants.
 - b. Flexible: As a church family, we must serve and love each other. Thus, one may have an approved reoccurring event, yet another church member requests a non-reoccurring event that conflicts. Grace staff may reach out to the event host to see if there can be any flexibility that allows both groups to use our facility. Such flexibility is most applicable to the church's gym.
7. The responsible person/ event representative must respect the building guidelines and requests. Choosing to ignore any of these requests will affect future requests.

Fees

Affirmed by the Elders of Grace Church in Mahomet, Illinois on Thursday, March 17, 2022.

Depending on the scope of building use, events may be subject to a use and maintenance fee in the amount determined sufficient for the upkeep of church facilities. Church members are not required to pay a fee for usage because the maintenance of the facilities is derived from their generous giving. Event fees are different from Grace's wedding policy and fees. Grace's wedding policy and fee structure document are available upon request.

Facility Use Guidelines

1. No alcohol may be served in church facilities, nor is the use of any mind-altering drug allowed on the premises.
2. Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to those areas of the facility that the group has reserved.
4. Church equipment, such as tables and chairs must be returned to original placement unless otherwise arranged before the event.
5. All lights must be turned off and doors locked upon departure.
6. Clean-up of the facilities is the responsibility of the users. If preferred and prearranged, persons or parties can pay a fee to have our cleaning company handle clean up. (Fee depends on the scope of building use.)

Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage unless otherwise approved by the board of elders. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

Church Facility Reservation Request and Agreement

Name or person or organization requesting use of facilities: _____

Please provide the answer that best fits:

_____ I am a member of Grace Church.

_____ This is a church sponsored event but falls outside of regular ministry events.

_____ I am a non-member seeking approval for an event.

_____ I represent a community group or organization hoping to use Grace's facilities.

Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

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If the requested use is by an organization or person not affiliated with the church or a specific church ministry, please briefly state the organization's purpose and mission:

Please list the organization's website, if any: _____

Please list the names of the organization's officeholders and leaders:

Regardless of the type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

Please provide the dates and times you are requesting to use the facilities?

I affirm that:

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 promoting beliefs contrary to the church's faith.
2. 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.
3. I understand that the church does not allow its facilities to be generally available to the public and that my use of these facilities is subject to the approval of the pastors or elders, which is

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conditioned in part on my agreement to the requirements enclosed in this document, which I have read and understand.

4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

5. The church believes disputes are to be worked out between parties according to Matthew 18 and 1 Corinthians 6. Accordingly, all facility issues will be resolved by the church elders.

Name

Organization

Signature

Date

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WAIVER OF LIABILITY FOR GYM USE

I/We hereby understand and acknowledge that by participating in _____ may expose me to many inherent risks, including accidents, injury, illness, or even death. I assume all risks of injuries associated with participation, including, but not limited to, falls, contact with other participants, the effects of the weather, including high heat and humidity, and all other such risks being known and appreciated by me. I acknowledge that I am physically fit and mentally capable of performing the physical activity I choose to participate in.

Upon reading this waiver, I agree, for myself and anyone entitled to act on my behalf, to HOLD HARMLESS, WAIVE AND RELEASE Grace Church of Mahomet, IL and its employees, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind arising out of my participation in programs, activities and sporting events.

Furthermore, I agree to respect Grace's facilities and equipment and all people on the Grace Campus by using appropriate words and actions. I understand that if I cannot appropriately use the equipment and treat people with respect, I will be asked to leave, resulting in not being allowed to participate in events on Grace Church Property. (800 West Oak Street, Mahomet, IL 61853)

By my signature, I/We indicate that I/We have read and understand this Waiver of Liability. I am aware that this is a waiver and a release of liability, and I voluntarily agree to its terms.

Participant's Name (Please Print): _____

Participant's Signature: _____ Date _____

In case of emergency, contact: _____ Phone _____

(Parent's signature if under 18 years of age)

I represent that I have the legal capacity and am authorized to act on behalf of the minor.

Parent/Guardian Signature: _____ Date _____