



## GRACE CHURCH FACILITY USE POLICY AND AGREEMENT

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 makes them available to approved non-members to live out our conviction to build and reach a community.

As outlined in our *Statement of Faith*\*, 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. 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. 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 part of the church's property or facilities. This policy applies to all church facilities.

*\*To review our beliefs please visit <http://www.gracemahomet.org/statement-of-faith> or a hard copy of our Statement of Faith can be provided upon request.*

### Approved Users and Priority of Use

Any facility requests will be presented to church leadership 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 numbers 2 or 3. 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 planned use of the facilities are consistent with the church's faith and practice. (See above\*)
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, 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.
4. All outside events will require proof of liability insurance. Please contact your insurance company to obtain a certificate of insurance for the day or dates that you will be on Grace Church property for your event. If assistance is needed in this area, we can help with recommendations.

Affirmed by the Elders of Grace Church in Mahomet, Illinois on March 19, 2026



## 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. Upon approval, the request will be reserved and placed on the church calendar.

### Scheduled Event Guidelines:

Events may be for one day or recurring. Events on a specific day/date for defined hours must still align with the priority of use and adhere to the hours, days, and times requested. There are recurring events that must comply with the event guidelines.

The guidelines for recurring events are as follows:

1. Please be respectful to the church property.
2. Please be respectful of your permitted building access and do not assume the other areas of the building are not in use. Please note, in the event that a person or party is given a key fob or card, it will be set to work only on the day and time 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 ([office@gracemahomet.org](mailto:office@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 arise 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 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**

Depending on the nature and extent of building use, certain events may require a use and maintenance fee to help support the ongoing care of church facilities. If no fee schedule is provided, a donation is kindly requested. Church members are not required to pay a usage fee, as facility maintenance is supported through their generous giving. Event-related fees are separate from Grace Church's wedding policies and fee structure. The wedding policy and fee documentation 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 facility and on church grounds is prohibited.
3. Selling items for profit is prohibited in church facilities.
4. Groups are restricted to those areas of the facility that the group has reserved.
5. Doors are not to be propped open during your event.
6. Church equipment, such as tables and chairs must be returned to original placement unless otherwise arranged before the event.
7. All lights must be turned off upon departure.
8. Clean-up of the facilities is the responsibility of the users. Garbage should be taken out, floors swept and/or vacuumed, and tables and counters wiped down. 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. This policy can usually be obtained through your insurance company. 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.

\_\_\_\_\_ I am a regular attendee of Grace Church.

\_\_\_\_\_ This is a Grace Church sponsored event but falls outside of regular ministry events.

\_\_\_\_\_ I am a non-attendee seeking approval for an event.

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

If you do not attend Grace Church, how did you hear about us? \_\_\_\_\_

**Contact Information:**

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

Phone Number: \_\_\_\_\_

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

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:

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Please provide the date(s) and time(s) you are requesting to use the facilities?

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**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 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

Affirmed by the Elders of Grace Church in Mahomet, Illinois on March 19, 2026



## FACILITY USE, INDEMNITY, AND HOLD HARMLESS AGREEMENT

Grace Church of Mahomet is honored to make its facilities available for special events. This agreement is intended to provide clarity, promote safety, and help ensure a joyful experience for all involved.

### 1. Purpose of Facility Use

Grace Church of Mahomet (“Church”) agrees to permit \_\_\_\_\_ (“User”) to use designated Church facilities for:

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

Event Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Facilities Approved for Use: \_\_\_\_\_

All facility use is subject to Church policies and guidelines.

### 2. Insurance

For non-church-sponsored events, the User agrees to obtain general liability insurance coverage unless otherwise approved by the Church. Proof of coverage may be requested prior to the event.

### 3. Care of Facilities

The User agrees to exercise reasonable care in the use of Church property and facilities. The User accepts responsibility for any damage beyond normal wear and tear and agrees to promptly notify the Church of any concerns or incidents.

### 4. Assumption of Risk

The User understands that participation in events and use of facilities may involve certain inherent risks. By using the facilities, the User voluntarily assumes responsibility for activities associated with the event.

### 5. Indemnity and Hold Harmless

To the fullest extent permitted by law, the User agrees to indemnify and hold harmless Grace Church of Mahomet, along with its pastors, elders, staff, volunteers, and representatives, from claims or liabilities arising from the User’s event, except where prohibited by law.

### 6. Compliance

The User agrees to comply with Church policies and all applicable laws and regulations.

### 7. Revocation of Use

Grace Church of Mahomet reserves the right to revoke facility use if policies are not followed or if safety concerns arise.

### Acknowledgment

By signing below, the User acknowledges that they have read and agree to the terms of this agreement.

Affirmed by the Elders of Grace Church in Mahomet, Illinois on March 19, 2026



**Grace Church of Mahomet**

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

Name / Title: \_\_\_\_\_

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

**User**

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

Name / Organization: \_\_\_\_\_

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



## WAIVER OF LIABILITY FOR GYM USE

I/We acknowledge and understand that participation in \_\_\_\_\_ involves inherent risks, including but not limited to accidents, injury, illness, or death. I/We voluntarily assume all risks associated with participation, including, but not limited to, falls, contact with other participants, and the effects of weather conditions such as heat and humidity, as well as any other risks that are known or reasonably foreseeable. I/We further affirm that I am/we are physically and mentally able to safely participate in the chosen activity.

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 \_\_\_\_\_