

## GBC Facility Use Request Form

*Please return the completed form to the church administrative office as far in advance of date requested as possible to confirm your reservation.*

Group or individual requesting use: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ If recurring, start date: \_\_\_\_\_ end date: \_\_\_\_\_

Time of event: \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

This is a:  GBC sponsored event

Personal event (birthday party, family reunion, wedding, club event, etc.)

Please describe the event to be held: \_\_\_\_\_

Estimated number of guests/people attending: \_\_\_\_\_

Member who will be present: \_\_\_\_\_

I have access to the building (key).  I will need access to the building.

### **Facilities Needed**

*Please mark beside all the rooms you plan to use:*

Kitchen/Foyer

Worship Center

Nursery

Day Room (105)

Downstairs Classroom(s) (101, 102, 104)

Upstairs Classroom(s) (201, 202)

### **Equipment Needed**

*Please mark beside all items you might need, including the number needed as applicable:*

5ft Round Tables

4ft Round Tables

Black Tablecloths

Rectangle Tables

Coffee Pots

TV equipment (classrooms)

Audio/Visual Equipment (Sanctuary)

Other: \_\_\_\_\_

The person/organization requesting the use of the church facilities hereby absolves the church, its elders, leadership, members, or people of any liability for the personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the administrative office promptly.

Additionally, I have reviewed the attached (1) "Facility Use Policy," (2) "Rules and Requirements for Use of GBC Facilities," and (3) Post-Event Clean-Up Checklist.

I agree to all applicable fees and guidelines.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

*For office use only:*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Rate Charged: \_\_\_\_\_ Rate Paid: \_\_\_\_\_ Method of payment: \_\_\_\_\_

CC:  Janitorial Staff  Admin Office  Ministry Coordinator  A/V Director

Other: \_\_\_\_\_

## **GBC Buildings and Facilities Use Policy**

The church's facilities were provided by God through the sacrificial generosity of church members. The overriding theme of our facility usage policy for Grace Bible Church of Boerne is that we use our resources to promote the Gospel and secondarily for fellowship among our church body. It is not our desire to rent out the facilities to generate revenues and when a fee is charged for use the intention is to simply cover the costs of lighting, heating, cooling, and janitorial services.

Only GBC members in good standing are permitted to use the church's facilities for events. The church facilities and premises are not available to the general public for such purposes.

If a GBC member wishes to sponsor such an event they may do so; however, they must be present for the duration of the event and will be responsible for the conduct of the group. The sponsoring GBC member will need to see the attached rules and requirements for use and submit the GBC Facility Use Request Form to the church office for approval.

Only the Worship Center, Classrooms, Foyer, and Nursery are available for personal events (Note: The pool is not available for use). A fee of \$150 will be assessed for every 4-hour period.

## **Rules and Requirements for Use of GBC Facilities:**

- None of the church's furnishings, equipment, or tools are to be borrowed by anyone and will not leave the church property.
  - This includes (not limited to) tables, chairs, audio/video equipment, lawn mowing equipment, maintenance tools, and all food preparation and serving items in the kitchen. An exception to this would be using tables and chairs for an offsite church-sponsored event.
- No alcohol is permitted to be served at any time on the GBC grounds.
- No tobacco use of any kind is permitted on the GBC grounds.
- Groups are restricted to only those areas of the facility the group has reserved.
- The event sponsor will be provided with a checklist and is responsible for basic cleaning.
- The church's facilities are not to be used for profit or personal monetary gain, even if GBC members are in attendance and sponsor the event.
  - Example: exercise class put on by a paid private instructor, private lessons from a coach, or a seminar that charges for attendance.
- Facility use will not be permitted to persons or groups holding or promoting beliefs or practices that conflict with GBC's faith and teachings, which are summarized in GBC's Statement of Faith, Doctrinal Statement, and By-Laws.
- For circumstances not mentioned in this document, the elders of GBC have the sole discretion to allow or disallow any event.
- GBC's application of a fee for usage of the facilities is for the purpose of recovering the costs of operating the facility use and clean up relating to the event. The rate charge is below the market rate. GBC is not to be considered a public accommodation under local or state law.
- All GBC members sponsoring a personal event must sign the Facility Request Form and agree to all rules and requirements prior to reservation of GBC facilities. The sponsor agrees to abide by the above requirements for use of GBC facilities and may be held responsible for any excessive damages.

## **Post-Event Clean-Up Checklist**

Please help us keep our facility clean by returning everything to its place. **All food and crumbs must be put away or cleaned up to avoid pests.**

### **Foyer/Kitchen**

- Take all extra food and beverages with you unless specific plans for usage have been made.
- Wash and put away all dishes.
- Please do not leave dishes in the dishwasher.
- Return any items to the refrigerator or pantry.
- Empty and wash out coffee pots and/or coffee urn.
- Ensure the warmer plates on the coffee pot are OFF.
- Ensure microwaves are empty and clean.
- Ensure the oven is empty and OFF.
- Wipe down countertops.
- Sweep or dustmop kitchen floor.
- Dirty towels go in the bucket labeled “dirty towels” located in the pantry.
- Empty all trash cans in kitchen and foyer and place garbage in dumpsters.

### **Sanctuary (if applicable)**

- Wipe down tables and chairs (if used).
- Put away tables and chairs (if used).
- Any tablecloths should be laundered and returned to the supply closet within one week.
- Vacuum if needed.
- Notify janitorial staff of any spills or stains immediately.

### **Nursery (if applicable)**

- Wipe down tables and highchairs as needed.
- Clean up all toys.
- Vacuum as needed.
- Empty trash can and place in dumpster.

\*Basic cleaning supplies can be found in the pantry and/or the Janitor’s closet.