

Grace Bible Church Building Use Policy and Cleaning Instructions

Grace Bible Church Building Use Policy

Thanks for your interest in using Grace Bible Church's building! We are grateful to the Lord for providing this facility for us, and we strive to steward it well for His purposes of making more and better disciples.

The Grace Bible Church (GBC) building is busy with regularly scheduled church services, classes, and activities, and these take first priority for building use. Next priority is given to building requests for ministry-related events. Members and regular attenders (defined as attending at least 80% of Sundays) of GBC may request the church building for personal events. Approval of these requests will be based on building availability and the understanding that any event held at GBC will uphold the GBC doctrinal statement and bylaws as understood by the GBC shepherds. GBC does not allow the building to be reserved for personal business use or for any personal event involving the sale of goods, products, or services.

The reserving person is required to be on site during set up, during the event, and during clean up. They are responsible for ensuring adherence to GBC policies, for cleaning the areas used, and for leaving the building as they found it, as outlined in the Cleaning Instructions in this document. If the building is found to have not been cleaned as specified, future reservation requests may be denied and/or building use, cleanup, and reset fees may be assessed.

GBC is an alcohol free, drug free, vape free, smoke free, live animal free facility.

The building, including the gym, is not reserved until this form is completed AND the request is approved by a pastor. The office will contact you when your request has been processed. Please refrain from publicizing your event until you have reservation confirmation from the GBC office.

Fees

General: Building use fees may apply for certain events at the discretion of Grace Bible Church.

Charis Café: There is a \$20/barista fee if you wish to request a barista for a personal, non-ministry event in Charis Café.

Grace Bible Church Cleaning Instructions

If the building is found to have not been cleaned as specified, future reservation requests may be denied and/or building use, cleanup, and reset fees may be assessed.

All cleaning equipment and supplies (including trash can liners, vacuums, carpet cleaner, rags, etc.) are located in the closet next to the main women's restroom (code 1221) and in Storage Room A (across from the Fireside Chapel), unless otherwise noted.

Foyer and/or Fellowship Hall

- Take trash out to dumpsters and replace with appropriately sized trash can liners. Dumpsters can be accessed via the commercial kitchen exit door. Be aware that this exit door will lock behind you.
- Clean any dirty/wet spots created on the carpet during your event.
- Vacuum carpet.
- Straighten or reset chairs in original arrangement. It can be helpful to take a picture of the room arrangement when you arrive, for easier resetting.
- Remove any fingerprints from the main front doors and/or east entrance doors.
- Turn off all lights.

Worship Center and/or Fireside Chapel

- Take trash out to dumpsters and replace with appropriately sized trash can liners. Dumpsters can be accessed via the commercial kitchen exit door. Be aware that this exit door will lock behind you.
- Wipe down tables and chairs if snacks and/or drinks were served.
- Clean any dirty/wet spots created on the carpet during your event.
- Vacuum carpet.
- Straighten or reset chairs in original arrangement. Refer to the layouts in this document.
- Close Worship Center doors.
- Remove any fingerprints on main front doors and/or east entrance doors.
- Turn off all lights.
- *Do not move or place anything on the pianos in the Worship Center or the Fireside Chapel.*

GraceLife Rooms and Classrooms

- Take trash out to dumpsters and replace with appropriately sized trash can liners. Dumpsters can be accessed via the commercial kitchen exit door. Be aware that this exit door will lock behind you.
- Wipe down tables and chairs if snacks and/or drinks were served.
- Clean any dirty/wet spots created on the carpet during your event.
- Vacuum carpet.

- Straighten or reset chairs and/or tables in original arrangement (It can be helpful to take a picture before you set up so you know the original arrangement; note Velcro on GraceLife room floor).
- Turn off all lights.

Restrooms

- Wipe down counters, mirrors, and sinks.
- Remove any black marks from the floors.
- Make sure all toilets are flushed.
- Take trash out to dumpsters and replace with appropriately sized trash can liners. Dumpsters can be accessed via the commercial kitchen exit door. Be aware that this exit door will lock behind you.

Commercial and Fireside Kitchens

- Take trash out to dumpsters and replace with appropriately sized trash can liners. Dumpsters can be accessed via the commercial kitchen exit door. Be aware that this exit door will lock behind you.
- Wash and dry dishes you use, then put them away.
- Clean coffee pot(s) and empty of used coffee grounds.
- Wipe down countertops.
- Wipe out sinks.
- Mop the kitchen floor. (The mop is in the commercial kitchen laundry room. A smaller mop for the fireside kitchen is in the fireside kitchen cabinet.)
- Turn off all lights.
- Launder kitchen towels that you use and return them where you got them within one week.

Tables and Chairs

- Though your requested tables and chairs are reserved for you when your Building Use form is approved, the building user is responsible for getting the tables, setting them up, taking them down, and returning them to their correct location.
- Please use caution when driving the table carts to prevent damage to walls and doors.
- Tables (round and rectangle) are mostly stored in Storage Room B next to the gym. Some tables may also be found in the unfinished area upstairs.
- Return any tables used to where you found them.
- Black plastic chairs are located in Storage Room B.
 - Note stacking instructions on black chair carts. Failure to stack correctly will result in tipping and potential injury.
- Black plastic chairs may only be used in the east side of the building (new addition).
- Red and brown cushioned chairs may be used on the west side of the building (original part).
- Return any chairs used to their original location.

Gymnasium

- *The gym is closed during your building use unless previously requested and approved.*
- Follow “Grace Bible Church Gymnasium Safe Use Guidelines” (see below).
- NO food or drink in the gym.
- A GBC regular attender adult (age 21+) must supervise in the gym for the entirety of your event.
- Sweep floor before and after use.
- Use appropriate gym equipment.
- Balls are provided if desired.
- Proper footwear is required – no street shoes. No-scuff, no-mark gym shoes only.
- Put away all equipment after use.
- Take trash out to dumpsters and replace with appropriately sized trash can liners. Dumpsters can be accessed via the commercial kitchen exit door. Be aware that this exit door will lock behind you.
- Report any damage to gym, floor, or equipment to the GBC office.

Grace Bible Church Gymnasium Safe Use Guidelines

- Take note of Automated External Defibrillator (AED) and First Aid Kit near gym entrance; ensure they have not been removed and are ready for use.
- Do not block or obstruct any of the surveillance cameras in the gym or common areas
- Only allow participation if in good health, feeling well, properly fed and hydrated.
- Make known and follow the rules of the game.
- Maintain good sportsmanship attitudes.
- Use equipment only for its intended purpose.
- Ensure floor is clean, dry, and free of hazards before, during, and after all activities.
- Do not open the doors on the north end of the gym unless there is an emergency. These doors maintain a proper climate for the life of the gym floor and keep the gym secure.
- Do not prop open exterior doors.