



GCC FACILITY USE PROCEDURES

*These procedures apply to all events at Grace Community Church. Please follow the instructions outlined in this document, as there will be no one coming behind you to clean and reset.

RESPONSIBILITY:

- The point person/co-sponsor for the event is responsible for facilitating any and all setup, cleanup, reset, and lockup of GCC facilities.
- Note: If you are using the Grace Life Room(s) and need a dividing wall broken down and reset, please ensure that you have someone who knows how to do so lined up for your event. If you need assistance finding someone, contact Sarah McAteer (admin@gcchsv.org).

THERMOSTATS:

- If you would like to adjust thermostats to a different setting, feel free to do so. We ask that you do not set the “cool” setting below 68 or the “heat” setting above 71.

SETUP:

- You are welcome to use tables and chairs from GCC for your event. Tables are located in the hallway closet between the rear men’s and women’s restrooms.
- You are welcome to provide decorations for your event. If any decorations could potentially cause damage to walls, etc., please contact Sarah McAteer (admin@gcchsv.org) for approval.

CLEANUP:

- Location of cleaning supplies:
 - Cleaning supplies (e.g., broom, trash bags, cleaning solution, rags, etc.) are located in the janitor’s closet adjacent to the nursery.
 - A vacuum is located in the closet between the rear men’s and women’s restrooms.
 - The key to the janitor’s closet is located in the office copy room above the sink.
- Sweep hallway floors.
- Vacuum room floors (if applicable).
- Empty trash in all used locations (e.g., rooms, bathrooms, kitchen, etc.), place a fresh trash bag in each trash can, and dispose of all trash in the dumpster.
- Check all used areas of the building and perform basic cleaning as needed.

RESET:

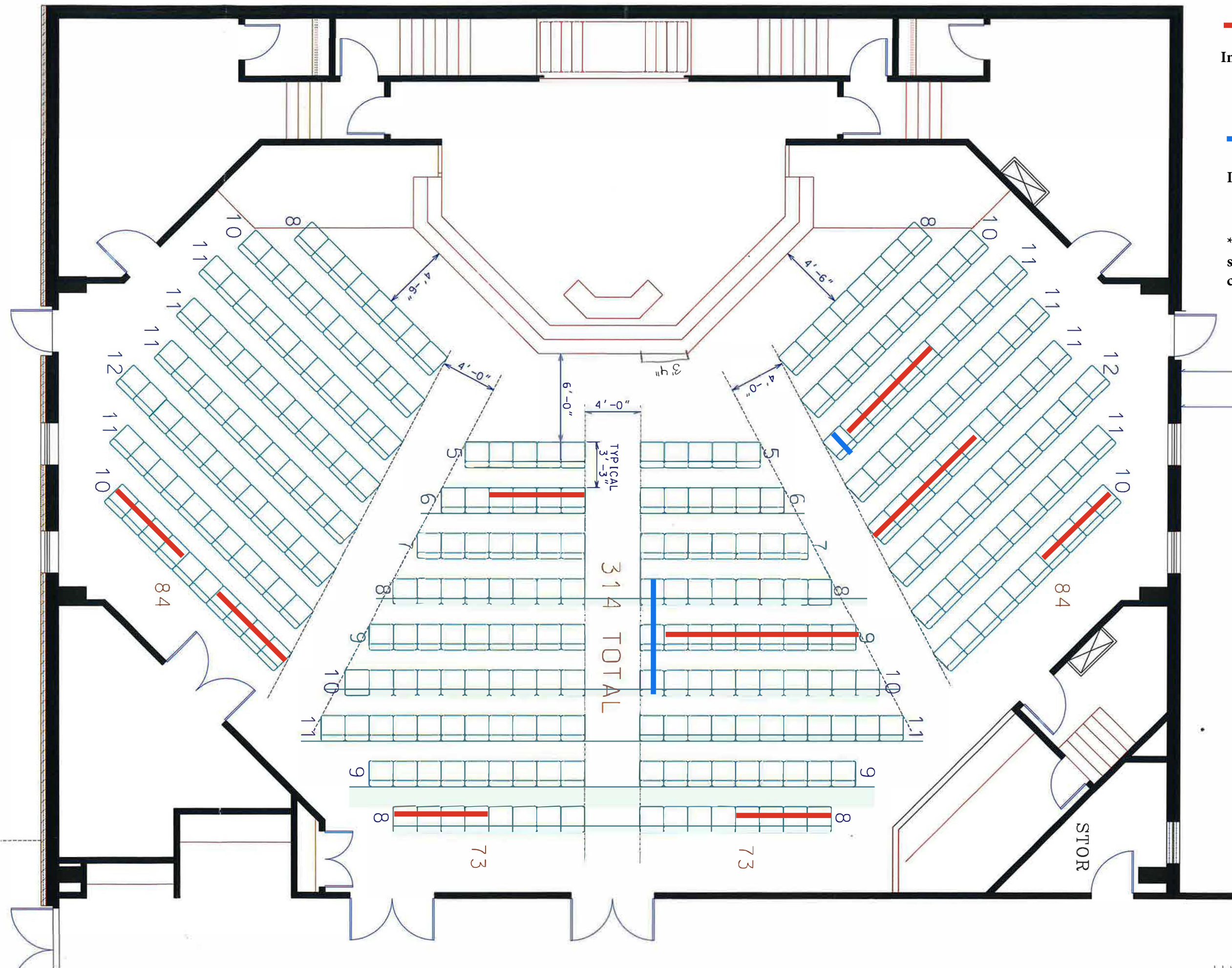
- All tables that were used need to be broken down and placed back in the closet from which they came.
- All chairs and other furniture, including patio furniture, need to be reset to match the layout that existed prior to the event, unless instructed otherwise.
- **If using the auditorium**, please replace the “RESERVED” signs in the locations identified on the Reserved Seating Locations Map. This map is located in the Facility Use Procedures binder in the main office. Additional “RESERVED” signs are located in the foyer credenza if needed.

(see back)

- If using the Grace Life Room(s), ensure that the dividing walls are reset to their position prior to the event, unless instructed otherwise. Please ensure to line up someone who knows how to remove and reinstall the dividing walls. If you need help with this, please contact Sarah McAteer (admin@gcchsv.org).
- Thermostats should be reset to their original setting.

LOCKUP:

- Ensure that all lights are turned off and exterior doors are closed and locked.
- Set the alarm using the instructions provided on the wall next to the alarm.
- If you have any issues with locking doors or setting the alarm, please call Bradley Kirkland (256-998-8596).



Indicates Reserved Seats

Indicates Chair Removed

* Additional reserved signs located in foyer credenza