



GCC FACILITY USE PROCEDURES

*These procedures apply to any and all events that take place 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 the areas you used.

RESPONSIBILITY:

- The point person/co-sponsor for the event is responsible for facilitating any and all setup, cleanup, reset, and lockup of GCC facilities.

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 men’s and women’s restroom towards the back of the building.
- 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, cleaning solution, rags, etc.) are located in the janitor’s closet adjacent to the nursery.
 - A vacuum is located in the office copy room.
 - 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 they came from.
- 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 5th/6th Grade Classroom, the chairs and dividing wall need to be reset according to the instructions and pictures provided in the Facility Use Procedures binder that is located on the turquoise credenza in the main office.
- If using the adult Sunday School (Grace Life) rooms, please follow the specific reset instructions provided to you by Sarah McAteer.
- 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).