



GCC Non-Church Event Guidelines & Procedures

Grace Community Church uses its facilities primarily for the normal activities of the church (e.g., Sunday worship, fellowships, conferences, counseling, prayer meetings, etc). GCC also allows use of its facility for non-church events upon request on a case-by-case basis. **Requests for such events must be made at least three weeks prior to the date of the event.** These requests will be reviewed and either approved or denied based on the details of the event, facility availability, and staff's availability to oversee the event.

1. Based on approval and availability, GCC facilities are available for extra event use on Tuesday-Friday from 4-9 PM and Saturday from 8 AM- 9 PM.
2. The following areas of our facility are **not** available for extra event use: Nursery, Offices, Music Room, or TES Room.
3. Any event involving the use of GCC facilities must be in accordance with the religious beliefs of Grace Community Church as delineated in our Statement of Faith, Bylaws, and other relevant GCC policies and procedures.
4. Any event involving the use of GCC facilities must comply with the terms of our liability insurance policy. When relevant, we may require the individual or organization sponsoring the event to provide their own insurance for the event.
5. Depending on the nature of the event, we may require the individual or organization sponsoring the event to sign an indemnity and release form prior to the event.
6. Any event involving the use of GCC facilities must have a GCC member as the point person/co-sponsor for the event.
7. Facility access/lockup: The point person/co-sponsor for the event is responsible for facility access (entry and disarming security system) and securing the facility upon completion of the event (lockup and arming security system). If the point person/co-sponsor does not have a facility key card, it is his/her responsibility to find a GCC member who has an access card and is willing to assume this responsibility for the event.
8. Oversight: The point person/co-sponsor for the event must ensure that a trusted GCC member oversees the event and is present at all times during the event. If this individual is different from the point person/co-sponsor, he/she needs to communicate that information to the GCC Church Administrator.
9. Setup/reset: The point person/co-sponsor is responsible for facilitating any and all setup, cleanup, and reset. A copy of GCC's Facility Use Procedures will be sent once the event is approved. Depending on the nature of the event, we may require a facility cleaning fee.
10. Musical equipment: any use of GCC's musical equipment must receive prior approval from GCC's Music Team Leader. The point person/co-sponsor for the event is responsible to communicate with GCC's Music Team Leader to request this approval and coordinate all necessary details.



11. A/V equipment: any use of GCC's A/V system must receive prior approval from GCC's A/V deacon and be operated by the A/V deacon or another A/V team member. The use of an A/V operator will incur a small fee to compensate the individual for his/her time. The point person/co-sponsor for the event is responsible to communicate with GCC's A/V Deacon to request this approval and coordinate all necessary details.
12. Children must be under adult supervision at all times.
13. We reserve the right to cancel or postpone any previously approved event if necessary to prioritize the regular function of the church.