



Campus Usage Policy

Grace Church seeks to faithfully use its facilities to glorify God by sharing the gospel and serving the community. The facilities are available to all individuals and organizations whose purpose and activities are not in conflict with or are deemed to be inconsistent with the Statement of Faith/Doctrine, Mission and Vision of Grace Church as well as the Book of Discipline of the United Methodist Church.

Use of Church Facilities. The Church's facilities usage policy has two very important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, the church must present a consistent message to the community, and the church staff and members must conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would be considered by many outside of the Church to be an endorsement of activities or beliefs that are in conflict with or deemed to be inconsistent with the Church's beliefs, faith and moral teachings, and have a severe, negative impact on the message that the church strives to promote. It will cause confusion and scandal to church members and the community

This policy applies to all church facilities, regardless of whether the facilities use in any way contradicts the church's faith. (Col 3:17).

Church facilities use restrictions

Use of the facilities, or any portion thereof including the land will not be permitted to persons, organizations or groups holding, advancing, or advocating beliefs or practices that conflict with or are deemed to be inconsistent with the church's faith or moral teachings, which are summarized in, among other places, in the Statement of Affirmation. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with the church's faith or moral teachings. The pastor, or his official designee, shall be the final authority and decision-maker determining whether a person's, organization's, or group's beliefs or practices, or its proposed use of the Church's facilities is in conflict with or deemed to be inconsistent with the Church's beliefs, moral teachings, Mission, Vision, constitution or bylaws.

The Policy of the Susquehanna Conference of The United Methodist Church requires that all non-church related activities and ministries must indemnify and hold Grace Church harmless against any and all liabilities arising out of or in regard to the use of its facilities. Additionally, all non-Grace Church groups or organizations must provide a certificate of insurance naming Grace United Methodist Church as insured for any/all liabilities for all programs, events or gatherings other than an approved meeting of less than fifteen people.

The decision to approve or deny an application for use of the Church's facilities is at the sole and absolute discretion of the Church, its pastor and its duly elected or appointed leaders including the Board of Trustees.

Determination of use and fees will be as follows:

1. Groups Reserving Facilities

- a. **Grace Church Ministries** will receive first priority. There will be no fees or security deposit for facility use by Grace Ministries.
 - i. If two or more ministerial events are requested for the same date and time, order and precedent of events is at the sole discretion of the Board of Trustees.
- b. **Member(s) of Grace Church** will be charged the member rate for private (family) use by the member. Member fees only apply for those who are listed in the Grace Church Membership Register.
- c. **Funerals and Weddings** will receive priority and the pastor(s) will have full discretion in scheduling, which may preempt all other activities or facility uses. Receptions for Funerals and Weddings will be handled separately (see below)
 - i. **Weddings** for members and immediate family will not be charged a fee for use of the sanctuary. Non-members will be subject to the security deposit and a usage fee. Setup for these events, if not same day just prior to the event, will be subject to prior approval to avoid conflicts in scheduling. All activities will terminate by 9:00 P.M.
 - ii. **Funerals**: There will be no fees or security deposit for use of the sanctuary.
 - iii. **Receptions** are permitted, subject to space availability, and subject to attached fee schedule and custodial charges.
- d. **Susquehanna Conference Ministries** will be permitted to use the facility at the discretion of the Board of Trustees and there will be no fees or security deposit for facility use.
- e. **Non-Grace Church Christian Ministries**, whose mission is in accordance with Grace Church's mission and affiliated with a Church organization, will be permitted to use the facilities at the discretion of the Trustees. A security deposit is required from the group which will be returned, and a donation would be appreciated, but, is not required. Security Deposits will be refunded when the facilities used for the event have been returned to the pre-event state, and the keys have been returned.
- f. **Non-Profit Groups and/or Non-Profit Social Service Organizations** whose mission is in accordance with Grace Church's mission and the Book of Discipline of the United Methodist Church may be permitted to schedule meetings and will be subject to a security deposit and rental fees.
 - i. Events, Programs, Dinners, Large Gatherings, etc require approval after the submission of Facility Request Form and applicable non-member deposit and rental fees.

- ii. Setup for these events, if not same day prior to the event, will be subject to prior approval to avoid conflicts in scheduling. All events will end by 9:00 P.M.
 - iii. The Boy Scouts & Girl Scouts of America, who have chartered with Grace Church, and meet regularly at Grace Church, will be permitted to hold regular meetings in assigned classroom(s) with no fees and no security deposit. *Any other building use by troops meeting at Grace Church will be subject to a security Deposit and room use fee at the member rate. Troops not meeting regularly at Grace fall under “All Other Groups” below.
- g. **All Other Groups** will be permitted to use Grace Church facilities at the full discretion of the Board of Trustees. These groups will be subject to a security deposit and the non-member facility fee.

2. **Specifics for Rooms & Grounds**

- a. **The Upper Level Multi-Purpose Room (Sanctuary)** is available for use Monday through Saturday.
 - i. A Campus-Usage Form must be submitted and approved prior to use.
 - ii. All Events on Saturday must conclude by 9:00 PM
 - iii. Any Audio/Video/Music use must be approved in the Campus Usage Form, and handled only by the Grace Church Tech Team.
 - iv. Groups using the upper-level multi-purpose room are responsible for sweeping & mopping the floor after the event, and setting up chairs. If the group does not want this responsibility, an additional \$100 custodial fee will be added to the room usage.
- b. **The Lower Level Multi-Purpose Room and Kitchen** is not available unless prior arrangements are made with the Building Superintendent.
- c. **The Upper Level Kitchen** is available for use in accordance with the Campus Usage Policy and the Kitchen Usage Guidelines posted in the kitchen and handed out to you if you rent it.
 - i. Groups using the upper-level kitchen are responsible for sweeping & mopping the floor after the event. If the group does not want this responsibility, an additional \$100 custodial fee will be added to the room usage.
- d. **Nursery** is not available unless prior arrangements are made with the Nursery Director, and usage is subject to approval from Nursery Director/Trustees and in conjuncture with upper level classroom fees.
- e. **Use of Property and Grounds**, falls under the same rules and guidelines of building usage, with security deposits and usage fees for all non-Grace Church ministries and events. Proposal for use of athletic field must be requested 30 days in advance prior to ministry or event. No non-Grace events / ministries will be permitted to use the athletic field on Sunday mornings before noon.

- f. **Drugs, Alcohol, and Tobacco** are not permitted on the entire Grace Church Campus.
- g. **Security Deposits will be refunded** at the full discretion of the Trustees and subject to inspection, when the facilities and grounds used for the event have been returned to the pre-event state, and the keys have been returned. Any and all damages of Grace Church property will be the sole responsibility of the person/group using the facility, including the full current value of the damaged property, in addition to the security deposit.
- h. **All Campus facilities usage and fees** are subject to change at the sole discretion of the Board of Trustees.

Conflict Resolution. Any dispute arising out of the approval or denial of an application for use of the Church's facilities, or arising out of the actual use of the facilities, or any violation of the Facilities Use Policy shall exclusively be resolved by biblically based mediation and, if necessary, legally binding arbitration in accordance with the governing documents of the Church and The Book of Discipline of the United Methodist Church, or in default thereof, the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries. Judgment upon any arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Last Updated 10/12/2018

Campus & Equipment Charges

Musical Accompaniment

Member	\$50
Non-Member	\$100

Upper Level Multi-Purpose Room: 4 hours

Member	\$200.00
Non-Member	\$400.00

HeBrew's Café: 4 hours

Member	\$75.00
Non-Member	\$125.00

Upper Level Classrooms: 4 Hours

Member	\$30.00
Non-Member	\$60.00

Upstairs Kitchen

Member	\$150.00
Non-Member	\$300.00

Custodial Fee

\$100

Audio / Visual Support

Member	\$50
Non-Member	\$100

Parking Lot and Athletic Field (4 hours)

Member	Waived
Non-Member	\$100

Refundable Security Deposit

Member	Waived
Non-Member	
\$150.00	