

Facilities Usage Policy
Grace Church in the Mountains

Adopted 2014, Revised 2022

Any group or individual program meeting at Grace Church in the Mountains must be in keeping with the doctrine and beliefs of our parish and diocese.

Rooms Available:

- Thatcher Hall (including Kitchen)
- Marthas' Room
- Library

- Community Room

No other room will be considered. The church's nursery is NOT available.

Calendar – Once you know the rooms(s) in which you are interested, you must check availability with our parish administrator who will refer to our calendar. This must be done BEFORE submitting an application. Office hours are Monday – Thursday, 9am – 1pm. Email admin@gracewaynesville.com.

Usage time period – includes all setup and cleanup time and generally is not to exceed eight hours. You must be clear about the time period with our parish administrator and on the application. Use of single-use plastic items and other non-recyclable items is strongly discouraged.

Church activities always have priority over any outside or individual member usage.

Members will not be charged fees for room usage except for a \$50 fee for use of the kitchen when cooking or warming food. Use of the coffee makers (providing your own coffee and supplies) and serving counter does not incur a fee.

Dependency Groups such as AA, Al-Anon, etc. will not be charged a fee, though contributions are welcome.

Not- for- profit organizations may use our facilities at no charge ONLY with approval of the Rector. Room availability and scheduling with our parish administrator, including the application form, must be followed. Organizations/Groups with no member affiliation must show evidence of insurance coverage. Refundable security deposit is \$200. Individual room fees:

- Thatcher Hall (including Kitchen) \$100
- Library \$ 25
- Marthas' Room \$ 25

- Community Room \$25

Storage of materials by groups which meet regularly is discouraged. Specific needs should be indicated on the application and may be considered, but such storage is at your risk.

If a key is needed for access, arrangements must be made in advance through our parish administrator. If you are given a key, you must sign a form and the key must be returned in order for the security deposit to be refunded. KEYS MUST NOT BE DUPLICATED. Person signing the application is responsible for locking the building, turning off lights, and turning off any electrical appliances.

Arranging of chairs and tables before the event, and returning the room(s) to original condition after the event is the responsibility of the users. Bagged trash may be disposed of in the trash dumpster behind the church.

Use of **the church's** audio-visual equipment is not included in the room fees, but may be arranged through our parish administrator at a rate of \$50 with a \$200 deposit.. This includes setup and take down of existing church equipment only, and may be waived for certain not- for- profit groups.

Children must always be supervised by at least two adults and must not be present if alcohol is being served.

Alcohol Policy – Beer and wine are acceptable for adult-only events, but non-alcoholic beverages must also be available. Serving alcohol must be noted in the application. No alcoholic beverage may be sold on the premises.

Smoking Policy – Smoking is not permitted in the church building or on the grounds, with the exception of the designated smoking area in the back parking lot, between the trash dumpster and the garages.

The Rector and Vestry of Grace Church in the Mountains reserve the right to modify these policies for specific events or individuals at any time.

Grace Church in the Mountains
Application for Use of Facilities

Name of Organization/Person: _____

Today's Date: _____ Date of use: _____

Grace Affiliation? No ___ Yes ___ If Yes, name of Member(s) _____

Event beginning time: _____ End time: _____

Room access time begin: _____ End _____

Event purpose or description: _____

Circle rooms requested: Thatcher Hall(including kitchen) Marthas' Room Library

Community Room

Circle special requests: AV equipment use Key needed Alcohol to be served Storage

Estimated number of participants: Adults ___ Children(under18) ___

Usage Fees: _____ Security Deposit: _____

I have read and agree to the Facilities Usage Policy

Person Responsible: _____ Phone: _____

For Parish Administrator: Approved: _____ Not Approved: _____

Payment Amount: _____ Method: _____ Date Received: _____

Date Key given: _____ Date Key Returned _____

Date Security deposit returned: _____