



Facility Use Policy

Grace Chapel
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Englewood, CO 80112
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OVERVIEW

Grace Chapel has been blessed with a campus and facilities to be utilized in a way which honors God and is consistent with Grace Chapel's mission, vision, beliefs, faith, and teachings. The purpose of this Facility Use Policy is to outline the eligibility, process, and procedures for requesting and utilizing facility space at Grace Chapel. Proper oversight and care of Grace Chapel facilities is necessary in maintaining our ability to support our mission and effectively carry out ministry goals and objectives while remaining consistent with our purpose and tax-exempt status. The objectives and guiding principles behind this policy are three-fold:

- To use the space at Grace Chapel in a God-honoring way.
- To serve and build community within Grace Chapel and the greater Denver community.
- To serve the greater not-for-profit segment of the extended Christian church.

ELIGIBILITY & REQUIREMENTS

The facilities at Grace Chapel exist for the primary use of furthering its ministries and organizations. All facility uses and events shall adhere to and align with the religious beliefs and philosophy embraced by Grace Chapel as outlined in this policy. While requests will be considered from outside organizations whose purposes align with Grace Chapel and who are well-established in our community, Grace Chapel does not allow usage of our facilities for the general use of the public or for events which:

- Promote beliefs contradicting Grace Chapel's statements of faith.
- By their inherent nature contradict Grace Chapel's statements of faith.
- Are originated by or for a for-profit group or entity.
- Are political in nature or originated by organizations engaged in partisan political campaigns.
(NOTE: The facility may be used as a polling station for elections.)
- Result in inurement or benefit for personal gain.

All activity requests must go through an approval process to ensure space is available and the requested use is consistent with Grace Chapel's Statements of Faith. Requests for activities of a personal nature (such as baby showers, anniversaries, graduations, etc.) from regular attenders of Grace Chapel may be allowed subject to review by Grace Chapel staff and alignment with Grace Chapel's Statements of Faith. Once approved, Grace Chapel requires a signed Facility Use Agreement prior to the event. Approved recurring event requests are subject to review and re-approval every 60 days. Events requested by Grace Chapel ministries requiring childcare must be reviewed and approved by the Childcare Director and/or the Kids Pastor. Outside party events requiring childcare are prohibited.

PROCESS & PRIORITY

- Highest priority will be given to Grace Chapel sponsored activities.
- In general, while requests submitted earlier will be given priority over later requests, Grace Chapel reserves the right to make facility scheduling decisions in line with strategic priorities.
- No requests will be finalized and confirmed until the online request form has been submitted and approved by Grace Chapel ministry staff.
- Facility requests will be collected and evaluated weekly by ministry staff. The Grace Chapel Office Manager assumes responsibility to collect and evaluate new requests, facilitate the review and approval process, notify requestors of the decision, and maintain a comprehensive building calendar and associated signed documents and forms.

FACILITY USE POLICIES & PROCEDURES

- **SUBMITTALS:** All facility use requests must be submitted through Grace Chapel's online Facility Request form.
- **DEPOSITS:** Once approved, the requesting party will need to complete and sign a Grace Chapel Facility Use Agreement and submit two checks to hold the space: 1) a refundable deposit check and 2) a check for the building usage fee.
- **INDEMNITY:** Requestors of approved events are required to sign a Grace Chapel Facility Use written agreement. The written agreement contains a "hold harmless" indemnity and defense clause for liability claims resulting from the requestor's activities.
- **INSURANCE:** For outside requests not directly affiliated with a Grace Chapel ministry, a certificate of insurance for at least \$1 million of coverage and a \$5,000 limit of medical payments is required at the time of deposit. The certificate must name Grace Chapel as additional insured on the policy.
- **ALCOHOL/DRUGS/TOBACCO:** The consumption of alcohol and controlled/illegal drugs and the use of tobacco products are expressly forbidden on Grace Chapel property.
- **BOOKING:** Requests will be considered up to 9 months ahead of the event.
- **BUILDING ACCESS:** During normal business hours, a Grace Chapel staff member or designee will unlock the doors, be available as needed during the event, and lock up after the event. The sponsoring ministry leader/contact is responsible for requesting a staff member or designee serve in this capacity. If an event is approved outside of normal business hours, the sponsoring ministry or other Grace Chapel staff member or designee must be available to open and close the facility.
- **CANCELLATION:** Grace Chapel reserves the right to cancel approved events with 30 days advanced notice. Deposits are fully refundable with at least 30-days advanced notice from the requestor. Should an outside approved requestor need to cancel their event, please call the church office.

- CANGLES: The use of candles must be pre-approved and limited to designated areas.
- CHILDCARE: Children attending Grace Chapel approved events must be under the direct supervision of their parent(s) or designated adults at all times and must stay in pre-approved areas. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 per 50 children. Additional guidelines may apply in accordance with current Grace Chapel childcare policies.
- CLEANING: Unless formally agreed to otherwise, the requesting party is responsible for cleaning and restoring the space to their original condition, including returning tables and chairs to their original location.
- CONDUCT: All people attending the event are expected to be respectful of the property and conduct themselves in a way that would not distract from a Christian atmosphere.
- DAMAGES: The requesting party will accept full responsibility for any damages to church facilities resulting from the proposed activity.
- DECORATIONS: Decorations/postings must be approved and temporary. Postings on exterior walls are prohibited.
- EQUIPMENT: Tables, chairs, sound, electronic and other ministry equipment owned by Grace Chapel may not be removed from the premises. The event organizer assumes full responsibility for the cost to repair or replace any damaged equipment.
- FOOD: All food is limited to pre-approved areas.
- KITCHEN: Use of kitchen equipment for approved events will require training in equipment use and the location of fire extinguishers. Additional guidelines are posted in the kitchen.
- LIABILITY: The requesting party is required to sign a Facility Use Agreement assuming liability for injuries to persons attending the event and for damages or loss of property (whether personal property of guests or of Grace Chapel).
- SPACE: Activities and programs are limited to the space assigned.
- SMOKING: Grace Chapel is a non-smoking facility.
- SUPPORT: Programs requiring the sound system or other technology support will be required to utilize a Grace Chapel technician for a fee.
- WEDDINGS: Specific details surrounding weddings for Grace Chapel attenders at Grace Chapel (including premarital counseling requirements, scheduling and fees) may be found in the Grace Chapel Wedding Handbook and are subject to additional requirements and procedures.

Willful violation of any of these policies and procedures will lead to corrective action up to and including the termination of the space agreement and loss of future eligibility.

FEES

Nominal facility usage fees are assessed to recover normal and ordinary expenses associated with maintaining the facility, including cleaning, utilities, wear-and-tear and general upkeep of facilities and related equipment. Fees will be assessed and agreed upon prior to event authorization and approval. (Note: some events may not be assessed fees.) Generally, fees are charged based upon the space requested and are outlined as follows*:

USAGE TYPE	SPACE	FACILITY USE FEE	DEPOSIT
General	Worship Center	\$800/day	\$200
	Hub (Lobby)	\$100/day	\$100
	Youth Room	\$75/day	\$50
	Adult Classroom	\$75/day	\$50
	Gymnasium	\$50/4 hours	\$200
Wedding	Worship Center	\$800	\$200
	Chapel	\$275	\$100

NOTES:

1. Deposits are collected prior to the event and fees for weddings are due at least 60 days prior to the event. All fees are due and payable immediately upon the conclusion of the event.

*Fees are current as of May 15, 2018 and are subject to change at any time.