

Grace Church Facilities Terms of Use

FACILITY-USE REQUESTS

- A request form must be submitted for approval no less than two months before the desired date of any event at a Grace Church location.
- All requests are subject to approval.
- Grace Church reserves the right to refuse the use of any area to anyone.
- Grace Church reserves the right to ask an applicant to change to an alternate location if the space is needed for another function.

GENERAL BUILDING USE

- All participants should stay in their assigned rooms and will be the responsibility of the event coordinator.
- An adult must supervise all children at all times.
- No smoking or alcoholic beverages are allowed on Grace Church premises.
- Parking regulations should be observed.
- Grace Church is not responsible for the loss or damage of personal items.
- Only free-standing exhibits may be used. The use of nails, hooks, scotch tape, or similar material on any church-owned surfaces is prohibited.
- No furniture or equipment, including, but not limited to, chairs, tables, computers, kitchen supplies, or digital devices are to be removed from the facility without the permission of the Facilities Manager.
- All spaces must be put back exactly the way they were found.
- All lights should be turned off once your function is complete. [Here's how to turn lights in the auditorium on and off.](#)
- If anything is left out of place or damaged, a follow-up email must be sent to the facilities manager by the next day.
- The cost for any losses or damages or any extra expenses incurred in connection with the damage or loss will be reimbursed from your department budget within a week of the occurrence.

AUDITORIUM USE

- No games with objects being thrown/shot are permitted in the auditorium.
- Drums, drum mics and keyboards in the auditorium should not be moved.
- Existing lighting scenes on the iPad cannot be changed, nor can new ones be created. [Here's how to turn lights in the auditorium on and off.](#)

Media equipment

- Any use of Grace Church's **media** equipment is subject to the approval of the media director.

Examples of media equipment:

- Computers
- Projectors
- Projector screens
- Cameras

- Media equipment can **only** be operated by an individual assigned by the media director.
- Video footage of your function will not be recorded by Grace Church unless otherwise agreed upon by the media director.
- The media director is **not** responsible for creating or designing visual content for your function such as slides, graphics or videos.
- All your visual content must be submitted to the media director for review, no later than one week prior to the event date.

Audio Equipment

- Any use of Grace Church's **audio** equipment is subject to the approval of the worship director.

Examples of audio equipment:

- Soundboard
- Instruments
- Microphones

- Audio equipment can **only** be operated by an audio engineer assigned by the worship director.