

Building Use Policies and Procedures

Grandview Christian Church

300 University Parkway

Johnson City, Tennessee 37604

(423) 928-7866

(revised 12/05/07)

We at Grandview Christian Church are pleased to consider your request to hold your event/meeting in our facilities. Our desire is to serve our community by allowing individuals and groups with worthwhile goals and principles to use our church building when available.

How to Schedule Your Event

You may schedule your event/meeting through the church office by telephone (928-7866) or in person. Carla McKinney, Administrative Assistant, and/or Aaron Wymer, Senior Minister, will discuss your event with you and determine if we can accommodate you. Use of the building must be cleared through the church office no less than one week in advance. A one-time or short-term event will be approved at the discretion of the Administrative Assistant and/or the Senior Minister. Requests to use our facilities on a long-term, regular basis will require the church elders' approval. The church reserves the right to refuse to schedule outside events during seasons of the church's year which are especially busy.

Building Use Policies

As you use the church facilities, we ask that you treat church property with respect and care. Please abide by the following restrictions:

1. Agreement includes use of designated areas, tables and chairs, and chalkboards. You are welcome to rearrange the setup in order to meet your needs; likewise, you are responsible to return all areas used (designated room, restrooms, hallways, etc.) to their **original** state. Likewise, with your liaison's knowledge, you may borrow chairs, tables and other needed supplies from other rooms within the church building, but they **must** be returned to their **original** location following your meeting.
2. All previously scheduled events (on the master calendar) will have scheduling preference. A previously scheduled event may not be preempted by a church event that is scheduled after your event is added to the master calendar.
3. Grandview reserves the right to reassign you to another area within the church building in the event that a church group should need the room previously reserved for you.
4. You will notice that the fees are divided into two categories: Grandview Members and Non-members. Members are those who have joined the fellowship of Grandview Christian Church through membership or have been regular attenders for at least six months. We provide lower fees as a family privilege to them.
5. When you pay the church to use the building, you also get the use of the restrooms, hallways and foyers.
6. You are responsible for the behavior of the adults and children participating in your event.
7. Smoking is not allowed on church grounds. It will be your responsibility to inform and enforce this policy with participants.

8. Alcoholic beverages or illegal drugs are not allowed on church property. A violation of this standard may result in not allowing the event to take place at Grandview Christian Church. It will be your responsibility to communicate and enforce this policy.
9. Activity should be restricted to designated areas, and no one should be allowed to wander around the building. Likewise, leaders are expected to closely supervise and control the conduct of the group's members.
10. Grandview Christian Church provides **NO** childcare. Children must be supervised by an adult at all times.
11. If childcare is desired, it will be provided by approved Grandview childcare providers only at your cost. A list of approved Grandview childcare providers is available from Dana Miller. Grand Central Station is not available to non-members.
12. Unusual decorations or anything requiring alterations to the building must be approved by the Administrative Assistant or other staff representative. Nails, any type of tape, staples or pins are **not** allowed. Check with the church staff when in doubt.
13. If your meeting requires use of the sanctuary and, particularly, the church's sound equipment, arrangements **must** be made in advance to have one of our sound system technicians on hand to operate the equipment. Your liaison should contact the Administrative Assistant who will contact the sound system coordinator to make the necessary arrangements. (See fee schedule.)
14. Please, no food or beverages in the sanctuary.
15. Failure of groups to adhere to the policies will jeopardize their future use of the church building.
16. Grandview Christian Church is not responsible for lost or stolen personal or rental items used.
17. Kitchen facilities are available for Grandview Christian Church members only.
18. If refreshments are served, you will need to empty the trash container (even if not full), put a new trash liner in the can, and take the trash bag outside to the dumpster. Trash liners are located in the storage closet between the upstairs restrooms. Please, no red colored drinks.
19. Please make arrangements to have the printing needed for your event completed by a professional printer. Although Grandview has copiers, we are not able to accommodate non-church groups.

Liaison

Non-members are required to be sponsored by a church member who will serve as liaison. If you have a friend or acquaintance who is a member of Grandview, contact him or her about serving as liaison. If that person agrees to serve, he or she will need to contact the Administrative Assistant for a list of specific responsibilities. Responsibilities of the liaison include but are not limited to the following:

1. Obtain a key to the church building from Carla McKinney, Administrative Assistant, during church office hours (8:00 am – 4:00 pm, Monday – Friday) a few days before the meeting date.
2. Inspect the meeting room for cleanliness prior to the meeting. Our custodians clean primarily on Saturdays, so you may need to vacuum, empty trash cans, straighten chairs, etc. prior to the meeting.
3. Be available to unlock the building. Consult with the group leader to determine what time you will need to arrive to unlock the building. (He/she probably will want to arrive prior to the meeting.)
4. Turn on lights in designated room/area and in restrooms.
5. Be available to help the group leader set up the meeting room and retrieve items he/she may need, i.e. dry erase markers, an easel, a television, etc.
6. You may want the room temperature adjusted in the meeting room. Contact the Administrative Assistant or other staff person so that the Property Team will be notified of needed changes.
7. If refreshments are served, you will need to empty the trash container (even if not full), put a new trash liner in the can, and take the trash bag outside to the dumpster. Trash liners are located in the storage closet between the upstairs restrooms. Please, no red colored drinks.
8. You are not required to stay at church during the meeting. You will, however, need to return just prior to the end of the meeting to help return the room to its original state.
9. Inspect all areas that were used to ensure that the group has left them in the condition that they found them.
10. If you changed any of the room temperatures, please return to the original setting.
11. Turn off lights; don't forget the restrooms! Leave outside lights on.
12. Lock building; check all doors!
13. Return key to Carla McKinney. If you wish, after you have locked and bolted the front door, you may drop the key in the box beside her office door and exit through the side door, ensuring that the door locked behind you.

Liabilities

Grandview Christian Church and/or its insurance company are not responsible for any accidents or liabilities. Your group must make its own provision. Grandview Christian Church cannot be held responsible for items lost or stolen during your event/meeting.

Financial Arrangements

Building use fees are assessed to cover the use of the church facilities and the services of the sound and/or power point technicians, custodial staff, and kitchen facilitator. Payment is due one week prior to the date of your event/meeting. Payment may be in the form of cash or check payable to Grandview Christian Church. You may mail your check to Grandview, c/o Carla McKinney, 300 University Parkway, Johnson City, TN, 37604, or bring it by the church office Monday-Friday between 8:00 a.m. and 4:00 p.m.

Fee Schedule

<input checked="" type="checkbox"/> If Applicable	Cost for Grandview Member	Cost for Non-Member	Use
	\$0	\$20	per 1 day session (up to 4 hours), Monday - Friday
	\$0	\$40	per 2 day session (4-8 hours), Monday-Friday
	\$0	\$45	per Saturday session or Sunday afternoon session (up to 4 hours)
	\$15 per hour	Not Available	Kitchen Facilitator
	\$15 per hour	\$25 per hour	Sound Tech
	\$15 per hour	\$25 per hour	Power Point Tech
	\$0	\$50	Damage/Deposit (refundable)
<input checked="" type="checkbox"/>	\$50	\$100	Custodian (does not include set up/tear down/return of room to original set up)
<input checked="" type="checkbox"/>	\$	\$	Total Amount Due

Grandview Christian Church Building Use Application and Agreement

Date: _____

Name of Organization: _____

Name of Representative/Leader: _____

Day Telephone: _____ Cell: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Liaison (Member of Grandview): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Cell: _____

Statement of Use: I/We, the above person(s) or organization, request the use of space at Grandview Christian Church for the following:

Date(s): _____

Hours: From _____ To _____

I/We have read the Building Use Policies and Procedures and agree to abide by the regulations set forth. We understand that the use of the facility is subject to change as the policies of Grandview Christian Church are altered or amended from time to time. The use of this building may be revoked at any time at the sole discretion of Grandview Christian Church.

Signed: _____ Date: _____

Office Use:

Room Assignment: _____

Fee(s) Received: _____