

Facility Usage Policy
Grace Church in the Mountains
Effective January 1, 2014

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
- Choir Room
- Marthas Room
- No other room will be considered. The nursery is NOT available.

Calendar – Once you know the room(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 9am – 1pm, Monday – Thursday.

Rental time period – Includes all setup and cleanup and generally is no more than eight hours. You must be clear about this time period with our parish administrator and in our application.

Church Activities – always have priority over any outside or member usage.

Non-member Individuals - We do not rent to nonmembers.

Members – will not be charged fees for room usage except for use of the kitchen when used for cooking or warming food. Use of coffee makers (providing your own coffee) or the serving counter does not result in a usage charge

- Kitchen Usage - \$50 fee for usage.

Dependency Groups – These groups (like AA, Al-Anon, Overcomers, etc) will not be charged a fee, though contributions are welcome.

Organizations with no member affiliation – must show evidence of insurance coverage. A fee will be charged as follows.

- Thatcher Hall (includes Kitchen) \$100
- Choir Room \$25
- Marthas \$25
- Kitchen Usage \$50
- Refundable Room Deposit \$200

Not for profit organizations – such a Changemakers, Circles of Hope etc., may use our facility at no charge ONLY if approved by the Vestry. Room availability and clearance with parish administrator must be followed.

On premise storage – Storage of materials by groups who meet regularly is discouraged. Specific needs should be indicated in application and may be considered.

Functions occurring during off hours – If a key is needed for access, arrangements must be made in advance through our parish administrator who will contact our Junior Warden. Key must not be duplicated. If you are given a key, you must return the key in order to receive any applicable Room Deposit. No duplicate keys may be made. Person signing application is responsible for locking building, turning off lights and any electrical appliances.

All rooms used must be returned to their original condition, including trash disposal. The trash container behind the church may be used for this purpose.

Use of Sexton (custodian) is not included unless prior arrangements are made. Fees for this service will be paid directly to our Sexton at the suggested amount of \$30/hr with a two (2) hour minimum.

Use of Sound or Audio Equipment is not included in any fees but may be arranged through our parish administrator at a rate of \$50 to \$175. 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 an adult and must not be present if alcohol is being served.

Alcohol Policy – Beer and Wine are acceptable for adult events to be consumed only by adults, but there must always be a non-alcoholic beverage available. If you are going to serve alcohol, it must be noted in the application. No alcoholic beverage may be sold on the premises.

Smoking Policy – There is to be no smoking in the Church building.

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.

Adopted by Vestry 2-18-14, effective 1-1-14