

Grace United Methodist Church
Individual and Community Group
Facility Use Acknowledgement and Checklist

Special Event Requests:

- All individuals and Community Groups requesting to use Grace Methodist Church facilities will complete the required electronic request form. This form will be submitted to the office manager. To obtain a copy of the request form, contact the church office by calling 501-329-6056 or by emailing lori.zelle@graceconway.org
- **Requesting a date does not guarantee that date. All requests may be approved or denied.**
- Requests MUST be made no less than 30 days prior to the needed date. More than 60 days prior to the event is strongly encouraged. There is no guarantee that a requested date will be available. Events will not be scheduled more than 1 calendar year in advance.
- The usage fee of \$50.00 per hour (2 hour minimum) must be paid in advance. *(The fee for Grace Church members requesting facility use for a non-church related event is \$25.00 per hour with a 2 hour minimum).*
- Individuals and Community groups are responsible for confirming by phone and/or email that the space and date are reserved prior to occupying the space.
- At the 30 day mark before the reserved date, every effort will be made to keep the reservation, but necessary church functions may cause a cancellation at any time. (For example: church member funeral or wedding).
- Areas available for use are the gym and classrooms in the hallway next to the gym.
- Requests to use the sanctuary section of the building will not be approved.
- Requests to use the facility on Sundays and Wednesdays will not be approved.
- Requests to use the facility during GLC business hours will not be approved.
- Sound and projection equipment will be operated only by Grace Church staff or approved member volunteers. This must be pre-arranged with the church office and there may be a fee associated with their work.
- Individuals and Community Groups must complete the Cleaning Checklist and Kitchen Checklist prior to exiting the facility
- Wedding requests are covered under the separate Wedding Policy. This form does not apply to weddings. Contact the church office by phone to discuss a wedding request.

Church Sponsored Community Group Weekly Meetings

- Community groups will combine activities to one assigned week night, which will be discussed and chosen in collaboration with the senior pastor.
- Community groups will not be approved to meet on Wednesdays or Sundays
- Community groups will not be approved to use the Sanctuary section of the building, including the prayer garden.

- *Any special events or activities held outside of the group's assigned weeknight must be individually requested and pre-approved by the church, according to the above procedure prior to facility use.*
- The fees outlined above do not apply to regularly scheduled weekly group meetings
- If the church sponsored community group exceeds 2 special event requests per year, the above fees will apply to the 3rd and all subsequent approved special events
- Community groups will not use the electronic key system to access the building on any days or times that are not pre-approved by the church office.
- Cleaning checklist applies to all weekly meetings

Cleaning Checklist:

1. If the kitchen is used, complete all items on the kitchen cleaning checklist
2. Place all chairs, tables, and other items back in their original position
3. Wipe down tables and other surfaces as needed
4. Empty trash cans if used and place trash bags in the dumpster outside of the building
5. Sweep and/or vacuum carpets
6. Turn off all lights and close doors
7. Confirm that all outer doors are closed and locked before leaving the property

Community Group Name: _____

Representative Signature: _____

Date: _____

Individual Name: _____

Signature: _____

Date: _____