

# **Grace Community Church in Overbrook**

## **Use of the Church Facility and Church Property**

**Policy #01-008**

**Approved By the Church Cabinet  
August 28, 2007**

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Senior Pastor

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Date

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Chairman of the Congregation

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Date

# Policy

## Use of the Church Facility and Church Property

The church facility exists to provide a place for people to meet together in a social or worship atmosphere for the purpose of exalting and glorifying our Lord Jesus Christ with freedom from worldly or commercial influences. Furniture and other property owned by the church are tools to help the church carry out its primary mission. Consequently, those individuals, groups and organizations which use this facility should be mindful of that purpose and conduct themselves in an orderly, dignified, respectful and meaningful manner.

**POLICY:** The church facility and property owned by the church may be used by members of the congregation and others within the guidelines established by this policy with the understanding that church property is a gift of God to the congregation for the edification and glorification of Him and that all church property is to be used with the respect that should be accorded to God.

**PROCEDURE:** All property owned by the church is available for use by members of the congregation on the premises of the church with a few exceptions according to the following guidelines:

- Property of the church used exclusively by the pastoral or church staff which may contain confidential information may not be used by other persons without the express permission of the designated user (i.e. computers, office desks, file cabinets, church offices, etc.).
- Books or teaching materials which are associated with the individual libraries of the pastoral or church staff may not be used without the permission of the designated users.
- Children's items, toys, nursery and preschool areas of the church may only be used under the direct supervision of an adult or other responsible party.
- Access to some areas of the church may be limited due to security or safety considerations (i.e. storage areas, furnace rooms, etc.).
- Use of church property or the church building must be approved or scheduled.
- Church property may not be used for commercial enterprises where there is a solicitation of funds for a private endeavor or commercial gain.
- No church property may be "borrowed" or removed from the church premises without authorization.

Church facilities and some church property may also be used by those who are not members of the congregation or do not attend the church. Such use shall be determined on a case-by-case basis and authorization is subject to this policy and the church's Business Administrator.

Authorization and Scheduling. Use of the church facility and church property shall be authorized and scheduled according to the following:

- Use of church property and church facilities shall be authorized on the case-by-case basis by the church's Business Administrator (or the Senior Pastor in the absence of the Business Administrator). In some cases the church will charge a fee for the use of its facilities or properties. Whether to charge a fee and the amount of the fee shall be determined on a case-by-case basis by the Business Administrator.
- All events which use the church building (or any of its rooms) including meetings shall be scheduled prior to use, approved and placed on the church calendar. The church secretary does not have the authority to approve or schedule events. Church activities which use the church facilities have a priority in scheduling although any conflicts may be resolved through the Business Administrator.
- Church property borrowed for use off the church premises by private individuals must be approved in advance by the Church Administrator and items removed shall be listed on a check-out list maintained in the church office.

General Use Considerations. Individuals or groups which use the church buildings or property should do so according to the following guidelines:

- All doors should be locked, lights turned off and heating and air conditioning adjusted prior to leaving the building.
- Protective coverings should be used on floors or walls when there is a potential of staining or damaging carpet, tile or walls.
- Items should not be taped, stapled or nailed to walls without the authorization of the custodian.
- All food and beverages must be kept in the activity center, kitchen areas or basement youth areas. No food or beverages are permitted in the sanctuary.
- Any personal decorations brought in for meetings or events must be removed immediately following the conclusion of the event.

- Cigarettes, pipes, cigars or other tobacco products are not permitted in the church buildings. No alcoholic beverages or illegal drugs are allowed in the buildings or anywhere on the church premises (including parking lots).
- Birdseed, soap bubbles or confetti is not permitted inside any building.
- Individuals or groups approved to use the building will be responsible for the conduct of any members of their group with regard to this policy. Any damage to the church facility as a result of the conduct of the individuals present may result in an assessment to offset repairs and future denial of use.

Weddings. There are special requirements for the use of the facility for weddings. Those requirements are attached and made a part of this policy.

# **Grace Community Church Overbrook, KS**

## **Guide for Weddings**

We at Grace Community Church desire to help make your wedding a great memory to cherish for years. The wedding ceremony is a sacred service to be conducted by a minister as a representative of the church. The service is an act of worship whereby we ask God to bless the marriage and the home. We request, therefore, that the ceremony be conducted in an orderly, dignified, and meaningful manner. To make the wedding easier and less stressful for you, we require that you use the services of our Wedding Coordinator for your wedding preparations here.

### **Minister**

- The senior, associate pastor or youth pastor of this church shall officiate at all marriages in the church except where other arrangements are made in advance with the senior pastor.
- Ministers of other denominations may be free to use the facility and perform the wedding ceremony subject to the approval of the pastor of this church.
- The bride and groom shall arrange two premarital conferences with the senior pastor as far in advance of the ceremony as possible.
- The senior, associate or youth pastor shall conduct a wedding rehearsal on the evening before the wedding unless some other arrangements have been made with the senior pastor.

### **Scheduling**

- Weddings are scheduled by the Wedding Coordinator, in conjunction with the Senior Pastor, subject to the provisions of this policy. Weddings cannot and may not be scheduled by the church office or by members of the pastoral staff alone.
- The Wedding Coordinator will discuss all of the church policies with you, and answer any questions you have.
- Payment of all fees and the security deposit alone insures a reservation. No reservation can be confirmed without the payment of fees.
- The schedule must include rehearsal and wedding ceremony and must “fit” into the church calendar on the date of scheduling. The scheduling of church activities have priority on the calendar, however, once a wedding reservation

has been confirmed, the wedding may not be “bumped” or changed by another church activity.

### **Music**

- Music used with the ceremony should be in keeping with the sacredness and dignity of the service. All songs must be approved through the Wedding Coordinator.

### **Photographs**

- The use of video cameras during the ceremony must be approved through the Wedding Coordinator.
- In keeping with the sanctity of the marriage ceremony, pictures may be taken during the processional and recessional, but no photos should be taken during the ceremony proper, except from the rear of the sanctuary by the professional photographer

### **Candles & Decorations**

- Saran wrap or a protective cover must be used on the floor unless mechanical candles or votives are used.
- A candlesnuffer is required to put the candles out. (The church will provide a snuffer).
- All decorations must be removed from the church immediately following your services.
- Decorations may be added, but must be approved by the Wedding Coordinator.

### **Facility**

- The wedding ceremony (and reception, if held at the church) must be scheduled so that all people and decorations are out of the building by 8:00 PM on the day of the wedding.
- Any changes to times for either the rehearsal, ceremony or reception, once set, must be approved through the Wedding Coordinator and then only if the overall church schedule will support the change.

- The church will provide rooms for the bride, groom and their attendants to use as they dress for the wedding. Personal items need to be removed from these rooms immediately following the ceremony.
- Cigarettes, pipes, cigars or other tobacco products are not permitted in the building. No alcoholic beverages or illegal drugs are allowed in the building, or anywhere on the church premises (including parking lots).
- Confetti is not permitted in the building.
- Birdseed or blowing bubbles is permitted outside the building only.
- The church will not be responsible for loss due to theft.
- The members of the wedding party and/or the family will be responsible for the conduct of the wedding party, family and guests with regard to this policy. Children should be kept out of all areas of the church not in use for the wedding. Any damage to the church facility as a result of the conduct of the individuals who attend your rehearsal, wedding ceremony and reception shall result in the forfeiture of the security deposit.

### **Wedding Receptions**

- Receptions are welcome in the building.
- All food and beverages must be kept in the activity center or kitchen. Food or beverages are not permitted in the sanctuary. Food and beverages are permitted in the girl's dressing rooms provided the area is cleaned and trash and leftovers are removed following the ceremony.
- Unless other arrangements are made, the family is responsible for setting up the reception table prior to the wedding. This includes tablecloths, candles, silverware, dishes, punch bowl, etc.
- Someone from the wedding party or the family must be responsible for clearing the reception area of all personal items the removal of all decorations and edible items immediately following the reception. No rental items or food should be left in the church due to conflicts with other church activities.
- If catering is used for the reception, the caterer must furnish all supplies (i.e. silverware, dishes, etc.)

## **Wedding Coordinator**

The use of the church's Wedding Coordinator reduces the amount of stress you may have in regard to the facility ensures your rehearsal, wedding ceremony and reception go smoothly. Moreover, conflicts with church activities and church policies are avoided. The Wedding Coordinator will discuss their services with you during your initial visit and discuss all fees required by the church and the Wedding Coordinator.

## **Security Deposit**

A refundable security deposit will be required at the time of the reservation for the wedding. The security deposit will be returned to you following the wedding provided no damage to the church facility has occurred during your wedding.

**Contract**  
**Use of the Grace Community Church Facility for a Wedding**

This agreement between Grace Community Church of Overbrook and the members of the wedding party undersigned below signifies that all parties have read the church's wedding policy and have agreed to the contents. The church agrees to provide the church facility according to the wedding policy and the supporting schedule of fees and the wedding party (or its designate) agree to use the facility on the dates specified within the guidelines specified by the church's wedding policy. The church agrees to reserve and hold the date for the wedding agreed between the parties providing all fees and the security deposit are paid.

Schedule of fees is attached.

Date of the Wedding: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Wedding Party

\_\_\_\_\_  
Wedding Party

\_\_\_\_\_  
For Grace Community Church  
Wedding Coordinator

Date: \_\_\_\_\_