

Sierra Grace Fellowship

Building Use Policy

I. SCOPE OF USE

The use of the grounds, building, and equipment (on site use only) of Sierra Grace Fellowship are available for use by Christian, educational, and community service groups. The Sierra Grace Fellowship board of Elders must approve any seminars or presentations with spiritual or moral content.

II. PRIORITY USE OF FACILITY

Group 1 Sierra Grace Fellowship Sponsored Activities

Activities sponsored by the church, planned by its members primarily for the congregation or outreach.

Examples: Bible study groups, youth group activities, Christian education uses, committee meetings, church social activities, Boy Scouts, other ministries.

Group 2 SGF Member Activities

Private activities planned by members of SGF or regular attendees (but not open to all church members)

Examples: receptions, recitals, home school group, school banquets, and team practices.

Group 3 Other Churches and Christian Organizations

Christian activities planned by and for the participants of other Christian churches, schools or organizations.

These may or may not be open to members of SGF and the community. Examples: Christian workshops and seminars, concerts, para-church groups, sports practices.

Group 4 Community Groups

Activities involving no specific Christian affiliations, but do not espouse principles in conflict with those of the church. Examples: Election Board, civic groups, seniors, schools.

Group 5 Other Groups

Activities planned by and for people not affiliated with SGF, but do not espouse principles in conflict with those of the church. Example: non-member receptions and parties.

III. SCHEDULING

1. Considerations will be given for activities that meet on a regular basis.
2. Requests will be considered on a "first come, first serve" basis within each priority group.
3. Requests for groups 3, 4 & 5 will be only tentatively confirmed if received more than three months in advance.
4. Once a request has been confirmed and approved, a higher priority group will no longer have preference.
5. Requests must be made in writing on a SGF use form.
6. Forms are to be returned to the church office at least 2 weeks prior to the event in order for the deacons to have time to evaluate it.
7. The date the form is received will be recorded on the form and will be used to establish its priority.
8. The use committee will try to respond within one week of receipt of the request.

IV. FEE POLICY

The fees for using the facilities at Sierra Grace Fellowship reflect the cost of maintaining, cleaning, heating/cooling, and replacement due to wear and tear that SGF incurs from use of the building. (See fee schedule following.)

1. Fees must be prepaid to the church office prior to the date of use. Groups using the facility on a regular basis must establish an appropriate fee payment schedule with the church secretary.
2. Checks should be made payable to Sierra Grace Fellowship.
3. All or part of the fees for Groups 2, 3, 4 and 5 may be waived at the discretion of at least two deacons.
4. Depending on the nature of the activity you may be asked to leave a deposit until the event is over and the keys are returned.

Fee Schedule for Sierra Grace Fellowship

Fees are hourly rate. Daily fee is 4X hourly rate.				
Priority Groups	Group 1	Group 2	Group 3,4,5	Notes
Room description				
Gymnasium	N/C	teams \$10/hr Banquets \$120 flat rate	teams \$10/hr Banquets \$200 flat rate	Banquets include kitchen use. All disposable supplies to be provided by renter. Renter responsible to remove trash from premises. \$100 cleaning deposit is required for group 3, 4 and 5 banquets.
Down Stairs Kitchen	N/C	\$15	\$15	
Sanctuary	N/C	\$30	\$40	
Nursery/Child Care Area	N/C	\$15	\$20	
Fellowship Hall/Kitchen	N/C	\$30	\$35	
Classrooms	N/C	\$15	\$20	1 room divided into 3 sections
Equipment				
Tables/Chairs	Included in fee for room.			
Tablecloths	\$3 each	\$3 each	\$3 each	Church will handle cleaning
Video Projector	N/C	\$15	\$15	
Personnel				
Sound Technician	\$50	\$50	\$50	
Custodian	N/C	\$40	\$40	Custodian will report additional cleaning time due to event, and renter will be responsible for payment
Inquire about hiring help for room set up.				

V. FOR PROFIT USE AND ADMISSION FEES

The use of SGF facilities is limited to non-profit organizations. No person, group or organization may use the grounds or facilities of SGF for commercial activities.

VI. POLICIES SUMMARY

1. Facilities are available on the basis of the SGF priority use schedule.
2. Events that conflict with any SGF church activity will not be scheduled.
3. All requests for facility use must be made on the SGF use permit form through correct channels.
4. An appropriate fee will be charged based on the user fee schedule established by SGF.
5. The individual signing as the "Person Responsible" on the use permit form will be held responsible for any damage to the church.
6. An outside group may use the audio/visual equipment at Sierra Grace Fellowship only when an SGF audio/visual technician is present.
7. Church owned equipment or fixtures will not be loaned out or removed from the premises except for a church sponsored activity. At least two deacons must approve any exceptions.
8. The user group is responsible for supervising and cleaning up the area used. **This includes SGF groups and ministries.**
9. Only plastic tack putty may be used to support decorations. No tape or tacks may be used on painted or wood surfaces.
10. Use of alcoholic beverages is not permitted anywhere on church property. Smoking is not allowed anywhere within the church facilities.
11. The deacons and elders of SGF reserve the right to cancel or reschedule an event for unforeseen circumstances.

APPLICATION AND PERMIT FOR USE OF CHURCH FACILITIES

Sierra Grace Fellowship
1260 Wesley Lane
Auburn, Ca. 95603
(530) 889-9089

Your Name _____ Phone _____

Name of responsible party _____ Phone _____

Name of organization, activity or ministry _____

Mailing Address _____

How will the facility be used? _____

Insurance carrier and policy # _____

Dates Requested: _____ **Days of Week:** _____

Time of Day: From _____ **To** _____ **Estimated Attendance** _____

ROOMS REQUESTED:

Sanctuary _____ **Nursery/Childcare Area** _____ **Fellowship Hall/Kitchen** _____

Gymnasium _____ **Down Stairs Kitchen** _____ **Classrooms** _____

EQUIPMENT NEEDED:

Tables _____ **Chairs** _____ **Tablecloths** _____ **Video Projector** _____

PERSONNEL NEEDED:

Sound Technician _____ **Custodian** _____

Hold Harmless Agreement for Private Parties

(Groups 2 & 5)

Applicant agrees to hold harmless Sierra Grace Fellowship, its officers, agents, employees, and/or members from any and all claims for damages, personal injury, death or claims of any kind or nature whatsoever which may be made, or connected with the use of the facility, grounds, equipment, fixtures and or the agreement between the respective parties.

Applicant agrees at their own cost, expense and/or risk, to defend any and all action, suits, or legal proceedings which may be brought, against Sierra Grace Fellowship, its officers, agents, employees or members.

Applicant further agrees that applicant will indemnify, pay and/or otherwise fully satisfy any judgments or awards that which may be rendered.

Signature _____ Date _____

Organizations Proof of Liability

(Groups 3 & 4)

The facility user to provide a certificate of insurance showing liability insurance in an amount not less than \$1,000,000 for bodily injury, property damage, errors and omissions; such certificates shall provide that they are not cancelable without advance written notice to Sierra Grace Fellowship and shall be in a form and by a surety approved by Sierra Grace Fellowship. Sierra Grace Fellowship shall be named as "additionally insured" on applicant's general liability insurance policy.

Signature _____ Date _____