

FACILITY USE POLICY | GRACEPOINT CHURCH | COPPELL, TEXAS

1. Facility requests must be made by filling out the online facility request form. Upon receipt of this form, a four-step approval process will take place:

STEP 1: Approval of Calendar Availability by the church's Ministry Administrator.

During this part of the process the Ministry Administrator is looking at availability of space and resources. Note that the Church Ministry calendar must be set for the time period you are requesting in order for availability to be known. Church staff calendars three times a year. The further you are requesting the date, the more likely you will have to wait for approved availability, but they can keep your request in mind as they calendar. Some requests may take up to 3 months to approve.

STEP 2: Approval of the event by the church staff.

During this part of the process staff will confirm that content and activities do not conflict with church beliefs and purpose.

Note that as a non-profit we CANNOT host events that are for profit.

STEP 3: Receipt of the non-refundable deposit and signed agreement.

Once through the Approval Processes the Ministry Administrator will send you a Facility Agreement outlining the details of your event including cost and your event staff contact's information. On the back you will also find a Facility Agreement. Both the Non-Refundable Deposit and a signed Facility Agreement are needed to secure the facility request.

STEP 4: Receipt of Certificate of Insurance showing GracePoint Church as Additional Insured.

A Certificate of Liability listing GracePoint Church as additional insured is require if you are an outside organization using space at the church. This includes concerts, banquets, trainings, garage sales and other such meetings whether for just your employees or for the community.

2. Payments of all fees must be made through the church office or to your staff assigned contact on the day of the event. The balance of fees (total fees minus deposit) must be made before or on the day of the event.

3. The person making the usage request and their guests must respect the church property at all times:

- a. Absolutely no smoking inside any of the buildings at any time.
- b. Absolutely no alcoholic beverages of any kind are allowed on the church premises.
- c. No furniture or equipment may be moved. Any necessary furniture set up will be done by the church's facility team as requested by the person using the space.
- d. Tape, nails, tacks, staples, pins, etc. that will mar woodwork, paint, or fixtures may NOT be used.

4. It is the responsibility of the person requesting the space to make sure that all decorations are removed and properly stored or disposed of before leaving the premises. Any additional space used for the event should be thoroughly looked over for personal items and general trash that can be disposed of before leaving.

FAILURE TO ABIDE BY THESE POLICIES MAY INCUR ADDITIONAL FEES.

To fill out a facility request form, visit gracepointcoppell.org/care.