

# GCCC FACILITY USAGE POLICY

## **Eligibility**

We welcome events reflecting Christian principles and values that are planned and executed by a GCCC member. GCCC does not allow events that have political agendas or are sponsored by non-Christian religious groups to be held on its premises.

## **Scheduling Priority**

Church-sponsored events will be given first priority over other events whenever possible. Church-sponsored events shall be scheduled on a first-come first-serve basis. To limit scheduling competition, Non church-sponsored events are limited to one per calendar month.

## **Rental Fee Rules and Exemptions**

Events that fall under one of the following categories are exempted from rental fees.

1. Events sponsored by GCCC ministry teams, zones, or cell groups, for the purpose of community outreach, spiritual revival, Christian education, and Christian fellowship, Church fund raising.
2. Church-sponsored events (approved by Co-Worker Team) for community service, such as food drives, cancer seminars, etc.

All other events will be subject to a facility rental fee.

## **Facility Reservation Procedure**

### **I. Regular Facility Usage Procedure:**

1. All kind of facility use that happens weekly or monthly but outside of our regular ministry meeting time, such as worship practice, classes or triad meetings, men's breakfast etc., should first check with our facility schedule post on our home page website: [www.gccubed.org](http://www.gccubed.org), under the links: <https://app.espace.cool/Public/Calendar/939>, then send in a request of event which automatically notifies GCCC admin office and the leader team (Pastor Joseph, Marlin, Joannie, and Ruth).

2. GCCC Admin office will respond promptly within 1-2 days through email to either approve or decline the request. The request process isn't completed until the event is post on the public calendar.

3. When you come for your event, there is a sign in form in every room. Please sign in before you use the facility, and sign out when you leave the building. The party is responsible to clean up and restore everything after their event. So there is a check list for you to complete before you officially sign out. Please follow through and make sure all doors are closed and all lights are switched off before you set the alarm.

## II. Special Event Request Procedures (only once occurrence) :

1. Any ministries and outreach events that involve the whole church, the person in charge of the church-sponsored event must submit a proposal to go through co-worker meeting approval for final decision. For better coordination, this process should start at least 2 months before the actual event date. If the proposal is approved, GCCC Admin office will post the event to the public calendar once it is finalized.

2. Any event that is not related to the ministry, such as personal use or outside party event, must coordinate with church admin office by submitting an event request: <https://app.espace.cool/Public/Calendar/939> and filling the Facility & Classroom Usage form.

3. Please return the filled Facility & Classroom Usage form to church office, and it will be forwarded to the church facilities manager. Reservation requests through other means will result in delay of the application process.

4. A copy of the Facility Rental Policy and Facility Usage Policy will be given after you submit the Facility & Classroom Usage form. The policies contain useful information regarding the rules and regulations in using the GCCC facility.

5. Reservations accepted no more than 6 months and no less than 30 days in advance of the event date.

6. If events are qualified for rental fee exemption, fill out the Facility & Classroom Usage form only; otherwise the signed Facility Rental Policy form also needs to be signed and returned to church office.

7. GCCC Admin office reserves the right to approve or decline any non-ministry related event. If it conflicts with other church ministries event, we have higher priority over personal use. Once the reservation is approved, GCCC Admin office will post the event to the public calendar.

8. When you come for your event, please follow the regular facility use procedure. There is a sign in form in every room. Please sign in before you use the facility, and sign out when you leave the building. The party is responsible to clean up and restore everything after their event. So there is a check list for you to complete before you officially sign out.