

**Date of Approval:** December 9, 2015 *Revised 7-20-16, 3-08-17, 7-12-17, 5-10-22, 8-13-24*

### **Purpose**

The primary purpose of church buildings and grounds is to provide ministry opportunities that support the vision and goals of the Greenville Alliance Church (GAC) and is in line with its statement of faith. This would include:

1. The ministries of the Greenville Alliance church
2. Other community churches and community ministries that desire to share the gospel and serve the Lord Jesus Christ.
3. Community groups who share our desire to mentor and love the youth of our community.
4. Members and regular attendees (attends church in person 3 of 8 Sundays) of the GAC for (immediate) family oriented events: weddings, receptions, open-houses, reunions. (Immediate family is defined by member/regular attendee, children, grandparents, grandchildren)
5. Community groups or organizations that fall outside the described groups listed above that are providing a service to the community.
6. Families in need (determined by the lead pastor) who are requesting a funeral dinner and do not attend the Greenville Alliance Church.

### **Authority**

The director(s)/coordinator(s) of the Alliance Life Center (ALC) have authority to approve or disapprove requests that fall within the scope of groups listed under 1 through 4 above. Any requests by community groups or organizations (5) that fall outside the groups listed 1 through 4 will be referred to the Governance Authority of the GAC for approval. The lead pastor will have authority to grant families in need access to church buildings for funeral dinners (6).

### **Responsibility**

The director/coordinator of ALC/Fellowship Hall will screen applications to ensure compliance with the requirements set forth in this policy.

1. Groups of 70 or below will be directed to use the fellowship hall
2. Groups of 71 or above will be directed to use the ALC
3. Exceptions to this general rule may be made by the director(s) given the nature of the activity to be conducted.

### **Requirements**

**GAC ministries, members and regular attendees** requesting the use of the buildings and grounds are encouraged to request the use of such facilities providing as much notice as possible, but are not required to meet the one month notice required of outside groups. However, it is required that the ministry leader, church member or regular attendee requesting the use of the buildings or grounds submit the application required by the policy BG-1. **Other community churches**, ministries or community groups mentoring or serving the youth of our community must complete and submit the "Request for Building/Grounds Use" application at least one month in advance. The director/coordinator of the ALC may make an exception should it be deemed that the requesting party could not have foreseen the need for the facility within the stated one month requirement.

The requesting parties must meet the following requirements:

1. GAC ministries that currently exist or have been approved through the “Ministry Approval Process” (refer to said policy) must ensure that all adults involved with the ministries involving children are in compliance with all state mandated clearances.
2. Community Churches and other ministries must submit the following items along with a completed “Request for using GAC Buildings/Grounds” application:
  - Certificate of insurance liability
3. School groups serving youth must submit the following items along with a completed “Request for using GAC Buildings/Grounds” application:
  - Certificate of insurance liability
4. Members and regular attendees (attends church in person 3 of 8 Sundays) of the church requesting use of the buildings for family activities as listed above must submit a completed “Request for using GAC Buildings/Grounds” application.
5. Community or other organizations falling outside the descriptions stated above that qualify under rule #5 of purpose must submit the following items along with a completed “Request for using GAC Buildings and Grounds” application:
  - Certificate of insurance liability
6. Families in need who are requesting a funeral dinner and do not attend the GAC need the approval of the Lead Pastor or Associate Pastor.

Note: Applications from Community or other organizations (5) along with organizations outside the other listed groups above will be reviewed by the Governance Authority of GAC for approval or disapproval.

### **Limitations**

The following activities are strictly prohibited in GAC facilities when individuals and other groups are granted permission to use said facilities.

1. Animals with the exception of service dogs are prohibited
2. Possession, use or distribution of illegal drugs and/or alcoholic beverages
3. Possession of weapons - carried or in a vehicle
4. Conduct that would alter, damage or be injurious to any church property, equipment or furnishings
5. Conduct or teaching that would be detrimental or compromise the GAC “Statement of Faith”
6. Conduct that would constitute a violation of the Pa. Crimes Code and/or state and federal laws and regulations
7. Use of facilities by any religious group that would hold beliefs counter to the GAC “Statement of Faith” (See attached.)
8. Gambling, games of chance, lotteries, raffles or other activities requiring a license under Local Option Small Games of Chance Act
9. Use of tobacco products

### **Violations**

GAC supervisors are granted the authority to have the requesting party cease the activity and vacate the grounds if any of the above listed limitations are violated

## Supervision

An authorized building/grounds supervisor must be in attendance unless other arrangements have been made, for any non-church (GAC) group using the facilities. The director(s)/coordinator(s) of the ALC/Fellowship Hall will designate a supervisor(s) and determine who will be responsible for a security check conducted with the responsible party listed on the request form prior to locking all doors after the event.

## Recommended Donation Schedule

Group	Fellowship Hall	Alliance Life Center/Kitchen	Worship Center
Church Ministry Funeral Member/Regular Attender	No Charge	No Charge	No Charge
Other Community churches/ministries	No Charge	\$40 ALC \$25 ALC Kitchen \$65 if both	No Charge
Community group fee serving youth	To be determined at the time of application	\$40 ALC \$50 ALC Kitchen \$90 if both	To be determined at the time of application
Reception/Shower/Wedding Members/attendees	\$25	\$300	* \$ 50 Cleaning * <u>\$150 Sound/Building Access</u> \$200 Total
GAC member/ attendee family event	\$25	\$50 / \$25	* \$50 sound board fee
Other community group providing a service to the community	\$50	\$300 / \$100	\$75
Funeral dinner / family outside GAC approved by the pastor	\$25	\$100/\$50	N/A

\*This fee is a stipend to be paid to the person providing the service. Please request name.

**The required donation must be paid upon approval of the application before the facility will be reserved.**

## **General Guidelines for use of the Building (s)**

### **Kitchen**

- Ovens/stoves may only be operated by designated personnel – groups may not prepare food using the ovens/stoves.
- Refrigerator and freezer space is available, but must be emptied at the conclusion of the event.
- Kitchen and equipment are to be cleaned before leaving by the parties holding the event.

### **Open gymnasium space**

- Tables and chairs are available to be used, but must be set up and returned to storage by the parties holding the event.
- No adhesive or other tape, push pins, tacks, nails, etc. may be used to attach signs, posters, banners or other objects to any walls, door or flooring.
- Any live plants/flower arrangements or the like, must not be set directly on the floor. A drain tray is suggested.
- Floor mops must be run over the floor after all tables and chairs are stored.
- All garbage must be removed at the conclusion of the event.\*

### **Fellowship Hall**

- Hours of use of the Fellowship Hall must end by 9:00 pm on Saturday evenings.
- Tables and chairs must be returned to the same set up that exists prior to use of the facility.

### **\*NOTE:**

**Individuals, groups or organizations using the ALC building are responsible to take the garbage with them unless arrangements have been made with the ALC Coordinator.**