

Generations Christian Church

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Facility Use Guidelines

August 2016

General

We are pleased that you are interested in using our facility. All events taking place on Generation's property must be approved and scheduled through the church office. A request form must be completed before any function can be approved.

Users of the facility are expected to comply with the "Rules of Use" (see below) that are established by the Leadership Team of Generations Christian Church. Violation of these rules could lead to forfeiture of right to use the facility.

Approved Users and Priority of Use

The Pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to official and recorded church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice. Groups or persons using our facilities understand that the church does not allow its buildings to be used in a way that contradicts its faith, or by persons or groups holding beliefs that contradict the church's faith.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and agreement form."

GCC's facilities were built as a support for the many ministries of Generations Christian Church. As such, church events will take priority over other events in terms of scheduling and may from time to time; require readjustment in the schedule of those who request to use the facility. Every effort will be made to ensure that this does not occur, but in those cases where conflicts arise, the church events will take priority.

Rules of Use

The following Rules of Use are binding for all groups or individuals wanting to use the facility at GCC for whatever reason, including church events and other activities.

Parking

All parking must be done within our parking lots. Do not park under any covered drop off areas or in marked fire lanes. Cars parked in those areas are subject to towing at the owner's expense. Use of our loading dock platform is authorized by facilities personnel assistance.

Smoking

There is no smoking permitted in any building at any time. Smoking will only be permitted in open areas away from entrances and butts must be disposed of properly and not on the grounds.

The use of electronic smoking devices (also known as electronic cigarettes or “e-cigarettes”) is prohibited in any space on any GCC campus where the smoking of tobacco products is prohibited by law.

Alcoholic Beverages

Absolutely no alcoholic beverages are permitted anywhere on the premises, including outside the buildings on church property or on any of the parking lots. Anyone violating this rule will automatically forfeit all future privileges.

Certificate of Liability

Every organization or group using our facility must provide a certificate of liability for our files.

Air Conditioning and Heating

Please do not leave outside doors or windows propped open.

Food and Beverage

Permission is required if you are planning on serving any food or drink at your function. No punch can be served that contains orange, red or purple coloring. These stains cannot be removed from carpet. No food or beverages are allowed in the Worship Center at any time. Please report any spills and stains. If you will be preparing food in our catering kitchen, you must get approval and follow GCC guidelines for kitchen care and proper use of equipment.

Decorations

Please include time for your set up and clean up when scheduling your function. Decoration materials must be safe and non-flammable. Signage to be placed around our campus, for your function, must be approved. To prevent damage to our walls and doors, you may only use Tac 'N Stik reusable adhesive or painters' masking tape. **NO** duct tape or scotch tape. Small items such as glitter and confetti are not allowed, due to difficulty in clean up. You are expected to provide needed supplies and are not authorized to use any items stored in rooms. **All** decorations and signage must be removed at the end of your function.

Maintenance

The room(s) is expected to be left in the same condition, including configuration as it was upon arrival. Any type of damage to the facility must be reported to the Facilities Director. Unreported damage could result in forfeiture of future use of the facility. Major damages to the facility will be billed at the cost of necessary repairs and refundable deposit will not be returned.

Safety and Security

Only room(s) specifically assigned for the time scheduled will be used. The church office must approve any room changes. Anyone in other areas of the church campus without permission will immediately be asked to leave the premises. Unsafe conditions must be reported immediately in writing to the Facilities Director. Groups will respect facilities by insisting on appropriate behavior by everyone in your group. You will receive a copy of our Emergency Evacuation Plan. All accidents and injuries must be immediately reported to the Ministry Liaison and in writing to the Church Administrator within 24 hours.

Children

Minors must be supervised at all times. Children under the age of 12 are not allowed in rooms alone, and must be accompanied by a pre-approved volunteer adult at all times. All accidents and injuries must be reported in writing to the Church Administrator within 24 hours. In accordance with Generations Christian Church Child Protection Policy, TWO adults shall supervise classrooms at all times. At least one adult must have a background check, approved by the applicant, and be over the age of 21.

Selling Products

Selling of any products or collections of financial fees for services preformed is prohibited unless advance approval is obtained from GCC Leadership Board.

Service Animals

With the exception of service animals, as provided by the Americans with Disabilities Act (ADA), pets (domestic animals kept for pleasure or companionship) are prohibited in Generations Christian Church facilities. This Policy applies to all, e.g. employees, visitors, volunteers, students, contract workers and delivery personnel, who enter the facilities and/or properties of Generations Christian Church.

Solicitation of Funds

Soliciting contributions or donations by any group or individual is prohibited unless advanced approval is obtained from GCC Leadership Board.

Subletting the Facility

Any group or organization that sublets our facility to another group or lends their organization's name to other groups so they can use the facility for any reason will automatically forfeit their right to further use. When you sign an agreement with us to rent our facility for your group, it is expected that members of your group will be the primary and majority participants in the function.

Payment of Fees

The deposit must be received with the completed Facility Use Agreement Form in order for the date, time and room(s) to be added in the church calendar. Your deposit will be returned to you (or the check will be shredded if permission from you is given) within 5 business days after the function, if no damage to our facility occurred during your function.

All base fees are due to Generations Christian Church 5 days prior to day of the function. Any additional hourly rates for support services will be billed thereafter and are due within 15 days of receipt.

Responsibilities and Rights

Generations Christian Church reserves the right to change this document anytime at its own discretion and retains the right of refusal to any group or organization that demonstrates behavior or values that are inconsistent with our own.

While we want to do everything we can to make sure your time in our facility is successful for you and your group, we are not responsible for injuries or other mishaps that might occur to your guests. We are also not responsible for any theft of or damage to vehicles or other personal property during your time on our property.