

**GRACE UNITED METHODIST CHURCH**  
300 E. Gartner Rd.  
Naperville, IL 60540



## **BUILDING USAGE POLICY**

**PRIORITY USAGE:** Grace Church has a policy that we will reserve our event, concert, and classroom spaces 90 days maximum in advance. This allows our staff and ministry teams time to plan for our internal ministry activities and have priority for the space usage. Regularly scheduled events and church ministry have priority as to the use of available space.

**ORGANIZATIONS OF THE CHURCH:** No donation or deposit will be required for any organization of the Church or any group sponsored by the Church for regularly scheduled meetings.

**NON-PROFIT ORGANIZATIONS:** Non-profit organizations may request a waiver of donation from the Board of Trustees or the Senior Pastor. Each request will be decided on a case-by-case basis with the Church having complete discretion.

**SPECIAL EVENTS:** All events MUST be scheduled on the Church calendar through the church office personnel in advance.

**DEPOSIT:** A security deposit is required for use of Sanctuary, Fellowship Hall, Kitchen, and Activity Center. Please see Attachment 5 for deposit requirements. The security deposit is refundable upon satisfactory compliance with the Church's rules and a satisfactory inspection by the designated church representative. (Checks should be made payable to Grace United Methodist Church.)

**REQUESTED DONATION:** All room usage donations must be paid at the time of usage. Please see Attachment 5 for Requested Donation listing.

**MAINTAINING SACRED SPACES:** As per notice by the Northern Illinois Conference at the "Maintaining Sacred Spaces" on August 29, 2015, held at the Barrington United Methodist Church, no space at Grace may be used for "For Profit" purposes. Such usage will jeopardize our not-for-profit status and make the church eligible for property taxes.

<b>Attachment 1 -</b>	<b>BUILDING USAGE GUIDELINES</b>
<b>Attachment 2 -</b>	<b>CONTACT LIST AND BUSINESS HOURS</b>
<b>Attachment 3 -</b>	<b>ACKNOWLEDGEMENT</b>
<b>Attachment 4 -</b>	<b>HOLD HARMLESS AGREEMENT</b>
<b>Attachment 5 -</b>	<b>REQUESTED DONATION</b>
<b>Attachment 6 -</b>	<b>BUILDING USAGE REQUEST FORM</b>

Grace United Methodist Church is dedicated to God's work and to serving the Community. We serve the community by welcoming others and opening our doors as a meeting place for a variety of civic, fraternal, and social organizations.

Guidelines are necessary so that all groups - church members, non-members, youth-oriented activities, wedding parties, scout meetings, and events, etc. - are fully aware of their obligations and space limitations agreed to and approved by the Church.

Responsibility for adherence to these guidelines rests with all members of Grace United Methodist Church and with the outside group's spokesperson/leader submitting the request for "space."

**Common Spaces:** Hallways, bathrooms, Gathering Space

Please Note: When in "common spaces" be mindful of others.

**Meeting/Event Spaces:** Sanctuary, classrooms, conference rooms, Library, Fellowship Hall, Choir rehearsal rooms, Activity Center, parking lot(s)

**All meeting/event space assignments are subject to change to meet the needs of the church.**

**GENERAL CHURCH RULES:**

- No smoking in the church building or on church property.
- No alcoholic beverages in the building or on church property.
- No gambling in the building or on church property.
- Set-up and breakdown of tables, chairs, and other church owned property is to be performed by authorized church personnel only.
- No tape is to be used anywhere since it may damage the finish of the wood, walls, and flooring. Poster putty is allowed.
- Church property (i.e. tables, chairs, etc.) will not be rented or loaned to anyone regardless of membership status.
- The elevator is provided for those who are unable to use the stairs or for moving heavy objects between floors. **Children and youth should not use/play on the elevator.**
- Grace United Methodist Church's "Safe Sanctuaries Policy" states that children must be supervised by an adult when in the "Common Spaces" as well as when in the "Meeting/Event Spaces." All groups must abide by this policy.

**REQUEST FOR SPACE:**

All requests for space must be scheduled with the Business Operations Manager or Administrative Assistant so that they can be entered on the church calendar. **We will reserve our event, concert, and classroom spaces 90 days maximum in advance.** This allows our staff and ministry teams time to plan for our internal ministry activities and have priority for the space usage. Regularly scheduled events and church ministry have priority as to the use of available space. Please see Attachment 2 for contact information and business hours.

**SPACE/ROOM ASSIGNMENTS:**

- Room assignments will be assigned in advance and posted on the monitor in the Narthex or at the Welcome Desk.

- It is the responsibility of the group leader to check the room assignment when coming into the church to verify location of the event or class.
- Room assignments will be made and communicated by the office staff and are subject to change based on the needs of the church. Every effort will be made to notify the leader of the change prior to the meeting/event.
- Each group needs to use **only the space assigned to them**. If a group determines that they require additional space, they need to notify the church office to secure the additional space.

**Please Note:** The custodial staff clean various parts of the building on different days of the week and often have cleaned a room for a scheduled meeting in advance. If the space is used by someone else, it will not be ready for the scheduled meeting.

**USE OF SPACE:**

- To ensure the building is unlocked, a Building Usage Request Form (Attachment 6) must be completed, and your meeting/event must be on the church calendar.
- The entrance doors will be **opened 15 minutes prior to your event and** will remain open until 15 minutes after the meeting/event starts, unless otherwise requested on the Building Usage Request Form. Please note the entrance doors will not remain unlocked for the duration of your event unless otherwise requested to keep the building secure.
- Do not prop entrance doors open.
- If you arrive at the church for a scheduled meeting/event and the building is locked, please contact the group leader or Business Operations Manager. Please see Attachment 2 for business hours and emergency contact information.
- If food or beverages are served in the meeting space, all trash must be placed in the waste receptacle before leaving the room.
- Do not break down tables or move chairs. Custodians will put the tables and chairs back after they clean the room.
- All equipment brought in must be removed upon the conclusion of the meeting/event.
- Please avoid opening windows in the meeting space as the building temperatures are controlled by heating and cooling systems. If you do need to open a window in your meeting space, be sure to close and lock it before leaving.
- Please turn off lights and any appliances in the meeting space when leaving.
- All meeting/event participants are expected to leave the church property with 15 minutes of scheduled use end time.

**CANCELLATION POLICY:**

- Please notify the church office immediately when you have cancelled a meeting/event.
- If a scheduled meeting is cancelled on the day of the meeting/event, the church office needs to be notified no later than 4:00PM, Monday through Thursday, and by 12:00PM on Friday. The church staff will be responsible for notifying the custodian of the cancellation.
- If a scheduled meeting is cancelled after 4:00PM Monday through Thursday, or after 12:00PM on Friday, or anytime on Saturday or Sunday, please contact the Business Operations Manager. Please see Attachment 2 for contact information.

- When Naperville School District 203 closes the schools and cancels all after school activities (because of inclement weather, disaster, etc.), Grace United Methodist Church will follow their lead and cancel all scheduled calendar events and the building will be closed. You will be notified of the building closure and event cancellation.

**EMERGENCY SITUATIONS:**

- If you are in the building and there is no custodian on site and there is a building emergency (i.e. plumbing problem that requires immediate attention; problem with building security; etc.), please contact the Business Operations Manager. Please see Attachment 2 for business hours and emergency contact information.
- In case of a tornado warning, go to the lower level and seek cover in the bathrooms. Stairwells are located near the entrances of the building. Guidance maps are available on the wall in all corridors. Stay away from external doors and windows to protect yourself from potential flying glass.

**COMMUNICATION GUIDELINES:**

- Open communication is a key to a successful partnership. It is important that issues be shared with the church staff as soon as they surface.
- Notify the church office staff immediately if there are any alarms going off in the building, if you need to change/cancel a meeting/event, if you encounter problems with any church owned equipment, if you damage or break any church property, or if you have any questions.

## CONTACT LIST AND BUSINESS HOURS

## ATTACHMENT 2

### **Church Office Hours**

Monday-Thursday 9:00AM to 2:00PM  
Friday 9:00AM to 12:00PM

### **Contact During Business Hours**

Aaron Sax  
Administrative Assistant  
Email: aaron.sax@peopleofgrace.org  
Office: 630-355-1748 ext. 3223

Patti Cash  
Business Operations Manager  
Email: patti.cash@peopleofgrace.org  
Office: 630-355-1748 ext. 3250

### **Contact Outside of Office Hours**

Patti Cash  
Business Operations Manager  
Cell: 630-258-0533

### **Emergency Contact Information**

Police and Fire 911

## ACKNOWLEDGEMENT

## ATTACHMENT 3

I have received a copy of the Grace United Methodist Church "Building Usage Guidelines" and understand it is my responsibility to read, understand, properly communicate, and comply with the guidelines set forth by Grace United Methodist Church. I agree that if there is something that I do not understand, I will seek clarification from the office administrative staff prior to the event.

The information contained in this document is subject to change as situations warrant and I understand changes will be communicated to me as soon as they are implemented.

Name: \_\_\_\_\_  
(Please Print)

Group/Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

## ATTACHMENT 4

### **PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!**

The individual or organization that has requested the use of the premises of Grace United Methodist Church (hereinafter referred to as the "Applicant"), acknowledges that the facilities and premises, including the kitchen along with the cooking and food processing equipment contained therein, can be a hazardous workplace, containing sharp utensils, open flames, boiling liquids, etc., as well as natural and cultivated areas of the premises, which can create accidents and injury if not properly used. The permission to use the facilities and premises of Grace United Methodist Church is hereby granted with the understanding that the Applicant does so at the Applicant's own risk and without remuneration.

The Applicant understands and EXPRESSLY ASSUMES all the dangers incident to using the general facilities, premises, and Kitchen Facilities and Equipment, and hereby agrees to INDEMNIFY and HOLD HARMLESS Grace United Methodist Church from any and all loss, damage, claim, liability or expense (including attorney's fees and costs) arising out of or resulting from any injury or claim of injury of any nature whatsoever to either persons or property arising from any accident or any other occurrence causing injury to any person or property whomsoever or whatsoever due directly or indirectly to the condition of, or the use, misuse or disuse of the premises, the equipment contained therein, or any part thereof, by any and all persons participating as part of the named activity including by illustration and not limitation, the Applicant, the Applicant's agents, employees, guests or invitees.

The Applicant agrees to be responsible for the conduct of its guests and invitees in and about the facilities and premises and for any damage incurred. The Applicant has reviewed the policies, rules and regulations of Grace United Methodist Church and further agrees that the Church's property will be used in accordance with said rules and regulations.

The Applicant further acknowledges that Grace United Methodist Church does not warrant the condition of facilities and related premises requested nor the condition of the equipment contained therein. The Applicant also acknowledges that the Applicant has had the opportunity to inspect the same and has found the same to be in acceptable condition.

Grace United Methodist Church has always been dedicated to God's work and to Community Service. Guidelines are necessary so that all groups - church members, non-members, youth orientated activities, wedding parties, etc., are fully aware of its obligations and space limitations agreed to and approved by the Church on the "Building Usage Request Form."

Responsibilities for adherence to these guidelines rest with the Applicant's spokesperson submitting the request and whose signature appears on the form.

### **I HAVE READ AND AGREE TO ABIDE BY THE CONDITIONS HEREIN SET FORTH**

Name of Applicant: \_\_\_\_\_

Authorized Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Insurance Carrier: \_\_\_\_\_

## REQUESTED DONATION

## ATTACHMENT 5

**Effective January 2026**

### **Classroom, Fireside Room, Music Room, Chapel (non-Wedding)**

Room Usage (4 hour maximum)	\$75
Each additional hour	\$15
Includes electronics or Zoom capability if requested	

### **Sanctuary (non-Wedding)**

Refundable Deposit	\$150
Room Usage (includes electronics)	\$150/hour
(No food in Sanctuary)	

### **Gathering Space**

Only available when the building is otherwise not open and in conjunction with Sanctuary usage.

Room Usage (4 hour maximum)	\$125
Each additional hour	\$35

### **Fellowship Hall (Includes AV if requested)**

Refundable Deposit	\$150	
Room Usage:		
# of Occupants	Up to 4 hour	Each Additional Hour
20 and under	\$125	\$35
21-75	\$175	\$50
76-125	\$200	\$50
Over 125	\$250	\$65

### **Large Kitchen**

Refundable Deposit	\$150
Room Usage (4 hour maximum)	\$75
Each additional hour	\$15
Clean Up	\$100

### **Activity Center (Electronics not available)**

Refundable Deposit	\$250
Room Usage (4 hour maximum)	\$150
Activity Center Lounge/Kitchenette	\$25

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Pastoral Staff decides what entities qualify as a “mission” of the church and no donation requested.

# Grace United Methodist Church

ATTACHMENT 6

## Event Scheduling Request Form

All requests must be made with the church office. Requests do not guarantee space availability. Please confirm the requested date is confirmed by checking with the church Administrative Assistant or Business Operations Manager.

Name of Meeting/Event: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Meeting/Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ AM/PM      End Time of Event: \_\_\_\_\_ AM/PM

Begin Set-up Time: \_\_\_\_\_ AM/PM      End Clean-up Time: \_\_\_\_\_ AM/PM

Open Door Time: \_\_\_\_\_ AM/PM      Lock Door Time: \_\_\_\_\_ AM/PM

Attendance Anticipated: \_\_\_\_\_

### Please Indicate Entrance Door to be Opened for Meeting/Event (Please Circle)

Please note: The entrance doors will be **opened 15 minutes prior to your event and** will remain open until 15 minutes after the meeting/event starts, unless otherwise requested above. Please note the entrance doors will not remain unlocked for the duration of your event unless otherwise requested to keep the building secure.

1-Main Worship Center    2-Activity Center    3-Parent's Day Out    4-Fellowship Hall

### Please Indicate Room(s) Requested

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Fireside Room
<input type="checkbox"/> Narthex	<input type="checkbox"/> Activity Center	<input type="checkbox"/> Music Room
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Activity Center Lounge	<input type="checkbox"/> Chapel
<input type="checkbox"/> Classroom(s) (please specify name or #) _____		
<input type="checkbox"/> Other _____		

### Please Indicate Special Equipment Requested

<input type="checkbox"/> Audio	<input type="checkbox"/> Easel
<input type="checkbox"/> Microphone	<input type="checkbox"/> Tables- Round (number) _____
<input type="checkbox"/> Screen	<input type="checkbox"/> Tables – Banquet (number) _____
<input type="checkbox"/> Lectern	<input type="checkbox"/> Chairs (number) _____
<input type="checkbox"/> Additional equipment (please specify) _____	

### Please Sketch a Set-up Diagram for Tables, Chairs, Etc.

\*\*Use the back of form if needed