



Building Use Policy and Contract
Grace Covenant Presbyterian Church
789 Merrimon Avenue
Asheville, NC 28804
828-254-3274

Grace Covenant Presbyterian Church (GCPC) is grateful to have a building that is used extensively for meetings, events, and gatherings of the larger community. GCPC values all the many groups and movements in the Asheville area seeking to make the community a stronger, healthier, and more equitable place for all people. Because of GCPC's policy of radical welcome, we prioritize sharing our space with groups who practice the same kind of welcome and seek equity.

A. Fees:

- a. GCPC's fees for space use are on a sliding scale for non-profits and other community-enhancing groups.
- b. GCPC provides space free of charge for our ministry partners.
- c. Space use requests from GCPC members will be considered on a case-by-case basis.
- d. For-profit groups and organizations will be charged a flat fee depending on space needs, duration of event, and necessary equipment, set up, and GCPC staffing required. The following room rates apply:
 - i. Sanctuary (3 hours of use, including set up and clean up, necessary staffing)
\$1000.00
 - When use of the sound system (not live streaming) is required, an additional \$250 fee is required.
 - For livestreaming and sound, an additional \$500 fee is required
 - ii. Fellowship Hall and Atrium (3 hours of use, necessary staffing, set up and clean up)
 - \$600.00 (without use of kitchen)
 - \$800.00 (with use of the kitchen)
 - If showers and laundry facilities are used there is a \$200 fee.
 - When sound is required there is a \$200 fee.
 - iii. Indie Room (1 hour of use) \$100.00
- e. A non-refundable \$100 deposit is required at the time the space is reserved. This deposit is a credit toward the total cost of use.
- f. A cancellation fee of 10% of the room cost will be charged if an event is cancelled less than 48 hours prior to the event.
- g. Fees for repeated use will be determined on a case-by-case basis.

B. Group Requirements:

- a. Any organization requesting the use of space at GCPC provides the name and contact information of one contact person for the event and/or organization.
- b. The Contact Person must contact *Anna Louise Murchison, Engagement & Communications Coordinator*, at least 2 weeks prior to the event for orienting information and to secure entry to the building.
- c. Only the space reserved for the event may be used by the organization. (Space use includes access to bathrooms on each floor of the building and to the elevator).

- d. Fees should be paid in full two weeks prior to the scheduled event. For repeating events, payment should be received by the first Tuesday of each month.
- e. GCPC is a smoke free building and grounds. Alcohol use is not permitted in the building.
- f. The Indie Room should be restored to the set up indicated on the room signage at the end of the scheduled event.
- g. When leaving the space, groups are asked to turn off lights, close any windows they opened, and remove any food or drink in the room.
- h. An extra cleaning fee may be charged when group requirements are not observed, such failure to observe these requirements may also result in loss of building use privileges.

C. GCPC Equipment:

- a. GCPC has sound and streaming equipment that can only be operated by GCPC staff. If sound and/or streaming equipment is required for an event, the organization must arrange for a GCPC representative to be present at the event at least two weeks in advance with Anna Louise Murchison. (Spaces with sound equipment: Sanctuary, Atrium, Fellowship Hall)
- b. GCPC has a fully equipped commercial kitchen. Any group desiring to use the kitchen must be oriented to the kitchen equipment by GCPC staff prior to the scheduled event.
- c. GCPC has tables and chairs. Any required set up must be submitted to Anna Louise Murchison at least one week prior to the scheduled event.

D. GCPC Staffing

- a. Some events require the presence of a GCPC staff member. When staffing is necessary there may be additional fees charged.
- b. GCPC may also include an additional cleaning fee when necessary.
- c. Moving of chairs in the sanctuary is something done in house only by GCPC community members.

E. GCPC Child Protection Policy

- a. GCPC seeks to be a trustworthy place for people of all ages to gather. Our child protection policy requires the following:
 - i. A child should never be alone with a non-parental adult.
 - ii. At least two adults must be present at all times when children are present.
 - iii. Adults should secure written parental permission before giving a child a ride home.
- b. The full Child Protection Policy is attached.
- c. All groups that include children must comply with GCPC's child protection policy.
- d. If your event requires childcare, that must be arranged through Anna Louise in the church office.

F. Responsibilities after event

- a. Collect all garbage and take it out to the dumpster at the back of the parking lot.
- b. Wipe off tables.
- c. Restore space to default room setting as pictured in room.
- d. If using the kitchen, follow the kitchen guidelines (separate document.)
- e. Report any damage to the church office.
- f. Remove any items put up on the walls or set out in connection with your event.
- g. Close all windows and turn off lights.

[CLICK HERE TO FILL OUT GOOGLE DOCUMENT
TO REQUEST USE OF THE GCPC BUILDING](#)

