



GMC Building Use Policy

1. The use of the buildings and grounds of GMC are limited to the Garr church family and its ministries.
2. The person in charge of the activity must secure the date and time with our Administrative Assistant at least one month ahead of the activity. At this time you will also need to complete a Building Use Form. *All building use must be approved during a Staff Meeting. Please return to Administrative Assistant to submit for approval.*
3. The person in charge of the activity must make arrangements with a person to unlock and disarm the alarm and also to secure the building afterwards (this includes windows and all doors and to reset the alarm). See *Administrative Assistant* if you have any questions.
4. The group that is having an activity shall provide all non-consumable supplies needed for the activity including silverware, cups plates, napkins, tablecloths, etc. unless prior arrangements have been made to use church supplies.
5. At no time should there be an assumption that any consumable supplies (such as paper products, food, coffee, etc.) on hand are available for your activity. These items have been purchased by others and are reserved for other meetings. Prior arrangements can be made through *Administrative Assistant* if a church activity is going to require consumable supplies.
6. The person in charge of the activity must assume the responsibility to:
 - a. Secure date of activity with *Administrative Assistant*.
 - b. Line up someone to unlock building before activity and lock up after activity.

- c. Supply items for the activity.
 - d. Get people for setting up. **WARNING: Dragging tables and chairs across carpet will damage carpet!**
 - e. Secure people for cleaning up.
 - f. Vacuum and clean all rooms and halls used, immediately following the activity. (nursery and rest rooms included.)
 - g. The rooms used should be set up for the next service. Please see *Administrative Assistant* for instructions. Return all tables and chairs to their original place if not directed otherwise.
 - h. Remove all trash and dispose of in the trash bin outside.
 - i. Make sure all heaters/air conditioning units are adjusted according to signage.
 - j. Make sure all lights and fans are turned off.
 - k. No un-supervised children or horseplay in the building.
 - l. No food or drink in sanctuary.
7. The kitchen area should also be cleaned up following use. All extra supplies returned to proper place. Kitchen swept, equipment washed, (this includes coffee pots, microwaves, stove, etc.) dried, and put away. Dirty laundry must be washed, dried, folded, and returned to *Administrative Assistant*.
 8. The person in charge of the activity must check the kitchen and any rooms used to make sure everything is put away properly. The person in charge must also do a final check of all rooms used. Any nursery that is used must be cleaned also. This includes the toys cleaned and put away and all trash emptied.
 9. If the sound or video systems are needed, you must contact Pastor Ron Berg and make arrangements for someone to operate the system. **Otherwise, the sound nor the video system should NOT be used.**
 10. Remember this is God's building, at no time should there be any immodest dress or use of alcohol or tobacco.

GARR MEMORIAL CHURCH

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