



GRACE EPISCOPAL CHURCH ROOM RESERVATION AND SPACE USAGE POLICY GUIDELINES

Located in the heart of Goochland Courthouse, Grace Episcopal Church welcomes local groups and organizations to utilize our classrooms and meeting space free of charge. We especially strive to be a resource for those groups whom may otherwise not have sufficient space to hold meetings and special events. We look forward to getting to know you and helping to support Goochland County.

Guidelines for Using Grace Episcopal Church Facilities:

1. First priority of space usage will be given to church sponsored events.
2. Second priority will be given to any non-profit group or organization that supports the greater Goochland community.
3. To reserve space, a reservation form (found online or by request) must be completed and submitted to Cindy Harper at gracechurch2955@gmail.com for approval. All requests will be acted on within 48 hours.
4. We do not charge a fee for space usage. However, a group may be liable for damage to church property that is incurred during an event. In the event a group would like to make a monetary donation to the church, the funds will be used to support our outreach ministry.
5. Each group is responsible for their own setup, take down, and clean up. Rooms should be left in their original condition. No food may be left in cabinets or refrigerators. All trash should be removed from the premises upon the completion of an event.
6. Groups may not store or leave materials in any meeting space or in the kitchen area.
7. If you are requesting space for a regular weekly, monthly or quarterly meeting, a representative from your organization will be required to attend a yearly information session with the rector of Grace Church either in January or August. Non-attendance will result in the discontinuation of the room reservation agreement.
8. To access space after office hours, a representative of your group must check out a key in coordination with staff before the meeting date. Upon completion of the event, doors must be locked and the key returned to the drop box located on the main floor of the Parish Hall. Lost keys will result in a \$50 fee to the organization.
9. Grace Church does not allow for profit organizations to use church space to host events.
10. All space requests will be approved at the discretion of the rector.

Adopted by Grace Church Vestry December 11, 2016.