



Facility Use Policies and Guidelines

These policies and guidelines are for members and non-members alike, unless stipulated.

Purpose Statement

Welcome to the Greater Wilmington Church (GWC) and thank you for your interest in using our facilities! Our church believes that it has been entrusted with its facilities by God to use for His glory and honor. Although the church desires that its facilities be used first for the fellowship of the Church Body with priority of use being given to church members, their immediate families, and organized groups that are part of the church's ministry, the church also desires to be a good neighbor and serve others in the local community. One way this can be done is by opening our facilities to non-members for their use, purposes, and enjoyment.

However, use of the church's facilities will not be permitted to persons or groups whose beliefs or practices gravely violate the church's beliefs and practices as understood by the Holy Scriptures and the teachings of Jesus. Although the church recognizes and respects the right of individuals and groups to hold to different beliefs and practices than those held by the church's members, allowing church facilities to be used for purposes or by groups that so contradict the church's faith and religious practice would violate the church's mission and faith of its members. This would also present an inconsistent and confusing message to the community regarding the church's beliefs, as some in the community might reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities. Therefore, the church has established this facility use policy in its effort to open its doors to as many as possible from the local community without violating the church's own faith and beliefs.

This policy applies to all church facilities, regardless of whether the facilities are connected to the church's auditorium, i.e. the adjacent field and parking lot, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.) The church's statement of faith, beliefs and practices are available upon request or on our website at www.greaterwilmingtonchurch.org.

Building Hours

- Monday through Thursday 8:00 a.m. through 10:00 p.m.
- Friday and Saturday from 8:00 a.m. through 1:00 a.m.
- Sunday from 8:00 a.m. through 10:00 p.m.

The building must be completely cleared no later than 15 minutes past closing time to allow the building to be closed promptly. Exceptions to these times must be approved in advance and may be subject to a custodial surcharge.

Scheduling Events

Facility use requests shall be made to the Facility Coordinator by submitting the "Facility Use Request



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Form” online. The event will be reserved and placed on the church calendar only when official designee approves the use.

Fees

Use of our church facilities is subject to a use and maintenance fee (see the attached rate schedule) to help pay for the upkeep of church facilities. Church members will pay 50% of the regular rate, since their tithes and offerings help to offset operating costs.

1. Fees on Facility Rentals:

○ Building Rental:

▪ Entire Facility:

1. \$200 per hour (Kitchen Appliance Use)
2. \$175 per hour (Kitchen Prep Only)

- Auditorium (20-140): \$100 per hour
- Fellowship Hall (20-140): \$75 per hour
- Kitchen Use - Preparation Only: \$25 per hour
- Kitchen - Appliance Use: \$50 per hour
- Board Room, Classroom 1 or 2: \$10 per hour*

○ * Lights On Fee:

Starting January 1 2026, there is a \$30 Lights On Fee for any rentals below \$50 in total. For example, if the Board Room only is rented for just 1 hour, the cost would be \$40 (1 hour x \$10 / hour plus the Lights On Fee).

○ Event Coordinator:

A fee of \$100.00/for a half day event, \$175.00/for a full day event will be charged for all non-church sponsored events. The event coordinator will be on property for the duration of the event.

○ Sound Technician:

A fee of \$50.00/per hour, with a 2 hour minimum will be charged for use of the sound system for all non-church sponsored events. Operation of the sound system must be done by a representative of Greater Wilmington Church.

2. Custodial Services: will be charged at a rate of \$100 per event and is required for all events during which refreshments will be served in any rented room.
3. Indemnity Insurance – a certificate of insurance with Greater Wilmington Church listed is requested. A fee is applied if not provided.



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Parking

Parking on the church grounds is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for church staff and/or special needs. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Rooms and Set-up

Activities and programs shall be limited to the space that is assigned to an approved group. All rooms have been designated with a standard room setup. Groups are welcome to change the room set-up but shall return the room to its original set-up upon completion of their activity/event (tables, chairs, furnishings, etc.).

Supervision of Event

The person responsible for a function must be an adult over the age of 21. This responsible person must be present for all walk-throughs and the duration of the function and shall be responsible for maintaining all rules and policies.

Supervision of Children and Youth

All users of the Facility shall follow these policies related to the supervision of children and youth:

- Young children shall not be allowed to run free through the facility.
- No fewer than two adults must be present at all times during any event involving children.
- The adults must be 18 years or older and at least 5 years older than the children being supervised.
- Church events must be conducted in accordance with the Children's Ministry policies and Youth & Family ministry policies of the church. Church staff and volunteers supervising children shall be approved by the Church's leadership to work with children.

Other Use Guidelines

Organizations engaged in partisan political campaigns are not eligible to use the Building, nor shall any events be conducted for profit making or political campaigning by anyone or any group.

Smoking Policy

All members of all groups using the facilities shall abide at all times to a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient grounds for a staff member to immediately withdraw any group's use of the facilities and/or to deny use in the future.

Alcohol and Drug Policy



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The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

No Gambling - Church policy prohibits gambling on the church premises.

Bicycles and Skateboards - No bicycles or skateboards are allowed inside the church facility.

Security

The Church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Auditorium Sound System

The Facility's sound system may be used with prior approval by technicians pre-approved by the Facilities Coordinator. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

Church Office Equipment

Church office equipment is restricted and is for Church use only. The equipment is to be used only by staff or with approval.

Musical Instruments

No person shall be allowed to use any of the Church's musical instruments without prior approval.

Storage and Lost Items

There is no excess storage available and, as such, all organizations using the facility will be responsible for storing props and accessories offsite unless otherwise arranged and approved on a case by case basis. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Church facilities. If items are left in the facility, they will be disposed of after two weeks. *The Church is not responsible for damaged, lost, or stolen personal items.*

Decorations

- Decorations may be attached to the walls, doors, and light fixtures with masking tape only.
- No decorating is permitted in the hallways, and helium balloons are not allowed in the auditorium, auditorium or gym areas.
- All decorations must be removed immediately and completely following the event.



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What happens if I break something?

All persons or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which, in the judgment of the Church's facility coordinator, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Kitchen

- The kitchen is only available for Church events and approved outside group events. All use of kitchen facilities must be approved in advance as part of the normal reservation process.
- The kitchen is to be cleaned after use, so that it is in the condition in which it was found. Any group using the kitchen shall complete a *Kitchen Checklist* to ensure proper clean-up.
- Children under the age of 12 years old shall not be left alone in the kitchen area.

Food and Drink - Food and beverages are prohibited in the worship spaces, except for water (auditorium and auditorium)

Other Use Guidelines

- All lights must be turned off and doors locked upon departure.
- Clean-up is the responsibility of the renter.
- Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises immediately.
- Any person or group must sign the "Facility Use Request and Agreement" form prior to reservation of church facilities.

Final Decisions for Approval

In case of doubt or uncertainty by any person or group about the application or interpretation of these policies, the facility manager, or his official designee, is the final decision-maker concerning use of church facilities. All parties shall abide by their decision or forfeit immediately the use of all or any part of the use of the facility.



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Prioritization of Facility Use

Bookings are made on a first-come first-served basis, given that the Greater Wilmington Church worship services and events will have first priority. Bookings are considered complete after the dates have been confirmed, the Facility Use Agreement has been completed and signed by both the authorized representatives of the Greater Wilmington Church and the organization, family or individual named in the Information & Details of the online Facility Use Request Form and the required deposit has been received.

Purpose of Renter

We want to understand the purpose, objects and aims of the Renter to ensure that they are compatible with the Church's statement of faith, beliefs and practices. Does the church have on file an up to date copy of the your purpose, object and aims? If not, please be sure to include as you complete the Facility Use Request Form.

Regarding Payment

The total amount payable by the Renter to the Greater Wilmington Church (the "Total Rental Fee") is anticipated to be the amount shown on the Agreement. The church, acting reasonably, may adjust such anticipated amount at the conclusion of the rental period based on the actual facilities and equipment used and the actual hours worked by church's personnel.

An advance payment of 25% of the anticipated Total Rental Fees will be required upon confirmation and includes the damage deposit. All or part of this deposit may be withheld in case of any damage to or loss of any of the church's facilities and equipment, in the event of any use of the facilities or equipment other than in accordance with, and at the times specified in, the Agreement, or in the event of any cancellation or termination of the Agreement due to breach of contract on the part of the Renter. If any damage to or loss of the facilities or equipment occurs or arises during the term of its rental, the Renter hereby agrees to indemnify the Greater Wilmington Church for all reasonable out-of-pocket costs incurred relating to the repair or replacement thereof or otherwise relating to such damage or loss. The above-referenced advance payment and damage deposit are due upon execution of this Agreement.

These policies will be included as a part of the Agreement that is ready for signature.