

Gaston Christian Center

Building Policies

It is the intent of these policies to protect and preserve the buildings and grounds of the Gaston Christian Center (GCC) for their maximum use and enjoyment of the tenants, their clients, the community, and guests.

1. General Policies:

- a. PROPERTY USE: Property cannot be used for profit purposes. Only Non-profits, and Christian congregations may lease space in the property.
- b. FACILITY USE FOR EVENTS: All request for use of facilities, equipment, and/or grounds must be made on the Activity Coordination Form, be submitted, and receive approval from the GCC operations manager.
 - i. Do not assume event can take place without approval. Only approved and scheduled events that are listed and on the GCC Calendar can be in the building.
 - ii. See Sections 2 through 6 for use of facility based upon event or space (communal areas, kitchen, community events, private gatherings, weddings, and funerals)
- c. MAINTENANCE REQUESTS: Maintenance requests shall be made to the GCC operations manager.
 - i. Direct contact to GCC vendors or contractors regarding maintenance issues is prohibited. Please contact the GCC operations manager to submit maintenance orders and requests, the GCC operations manager will contact correct vendors and contractors to solve maintenance issue.
- d. EMERGENCY ACTION PLANS: Emergency Action Plans shall be determined by the GCC operations manager and reviewed annually.

- i. Emergency Action Plans will be communicated by the GCC operations manager to tenants at the signing of the lease and renewal of the lease.
 - ii. Emergency Action Plans are available to tenants, ask GCC operations manager for a copy.
 - iii. It is the responsibility of each tenant to communicate the GCC Emergency Action Plans to their clients, members and guests.
- e. NOISE: Keep and maintain quiet and peaceable behavior during normal business hours (Monday – Sunday, 8:00 a.m. to 6:00 p.m.).
 - i. Keep noise level where it is not disturbing or interrupting others using the facilities.
 - ii. No running, shouting, or playing in the halls or atrium.
 - iii. Children and youth must be under adult supervision at all times.
- f. SIGNAGE
 - i. Signs, posters, announcements and pictures may be displayed in the following manners:
 - o Electronic display on the GCC Community PowerPoint Announcement Screens found in the Atrium. (Send electronic announcement pdf or information to the GCC communications creator so he/she may upload it onto the screens).
 - o In tenant's office spaces.
 - o Displayed on easel (if easel is displayed outside or in common areas, it must get approval from the GCC operations manager).
 - ii. See Lease Section 9. "Signs" for additional information.
- g. KEYS:
 - i. Keys are for tenants who have a lease or a memo of understanding with the GCC. Guests and community members using GCC

grounds and facilities for a one-time use do not receive access to keys or keycards.

- ii. The GCC operations manager on behalf of the Landlord, the GCC, will furnish 2 keys and 2 keycards to Tenant without charge. Tenant who is issued keys and keycards shall sign on a custody receipt for GCC property. All keys and keycards to leased premises shall be surrendered to Landlord upon termination of lease or termination of employee.
 - iii. Additional keys and key cards will be furnished at a cost of \$15 each. Keys are not allowed to be duplicated by tenant.
 - iv. If you forget your keys for entry doors, it is your responsibility to go back for your keys. The maintenance worker is not responsible to open entry doors for you.
- h. FOOD: Do not consume food and drink in the halls, atrium, or sanctuary.
- i. Food and drink are prohibited in the South side large Worship Center.
 - ii. Food and drink can be served in tenant's spaces and offices, as long as food items are appropriately put away or disposed of. Leaving food accessible might entice vermin or rodents into the building.
 - iii. Only water, baby formula or infant milk is allowed in the worship center.
 - iv. Each group serving large amounts of food or drink in their meeting or office space is responsible for cleanup and disposal of any food or drink brought into the building.
 - o All trash/garbage is to be taken to the dumpster (royal lane side by fence).
 - o The code to unlock the dumpster is 4159.

- o Do not put garbage in the trash cans located on either side of the building.
- i. PARKING:
 - i. Parking is non-exclusive and non-reserved to guests, invitees, tenants, and landlord.
 - ii. Vehicles (includes cars, trucks, boats, trailers, campers, and motor homes) can be towed if vehicle is unattended, inoperable, and left on the property for 72+ hours or if vehicle blocks walkway, access to other vehicles, access to dumpster, or handicap parking spots.
- j. STOLEN ITEMS: The GCC will not be responsible for lost or stolen property, equipment, money, or jewelry from the premises regardless of whether such loss occurs when the area is locked against entry or not.
- k. LODGING: Tenant, client, or guests, shall not at any time occupy any part of the building as sleeping or lodging quarters unless an exception has been made by the executive director.
- l. ANIMALS: No dogs, cats, fowl, or other animals shall be brought into or kept in or about the premises. (*exception for assistance/service animals).
- m. SUBSTANCES: The use of tobacco products, alcoholic beverages, or narcotics is prohibited in or on property and grounds.
- n. EQUIPMENT: No equipment, tools, instruments or furnishings that is property of the GCC may be taken from the buildings or grounds without approval of the GCC operations manager.
- o. FRONT DOORS: Please refrain from putting rocks or obstacles to prop open any of the entry doors. Please ask church members, guests, or clients to enter through doors that are open, or have someone responsible to assist church members, guests, or clients with access through the locked door. **DO NOT PROP OPEN DOORS THAT ARE TO REMAIN CLOSED.**

- p. ADDENDUM: If a set of circumstances warrants a change, this building use polices may be amended by the executive director or GCC board of directors. Fees may be changed by the GCC board of directors as economy dictates.

2. Use of Communal Areas Policies:

- a. Meetings and events in communal area, facilities and equipment will be scheduled on a first scheduled basis.
 - i. “Communal Area” means atrium, fellowship hall, worship center, and kitchen.
 - ii. Activity Coordination Form must be submitted, received and approved by the GCC operations manager.
- b. Decorations located in the communal areas for special events of the season such as Christmas or Easter, are not to be removed or relocated.
- c. Reservations may be made as far as 6 months in advance.
 - i. The GCC Operations Manager has the right to limit the amount of events one particular organization, church, or community group has in order to prevent one church or non-profit from monopolizing dates on the calendar, and in order to give opportunity for other non-profit and congregational tenants to also have events, especially during the *holiday season. **Holiday season consists of the week before thanksgiving to first week of the upcoming year.*
- d. FEES:
 - i. If an activity is within normal tenant schedule, there is no fee.
 - ii. If an activity is outside normal tenant schedule there is a \$50 per hour fee. An additional \$30 per hour custodial fee (minimum requirement for custodial hours is 2 hrs.) will be charged for events outside of operating business hours.

- iii. Non-Tenants fees are \$50 per hour plus \$30 per custodial fee (minimum requirement for custodial hours is 2 hrs.) charged for events outside of operating business hours.

3. Use of Kitchen Policies:

- a. The kitchen shall be locked except when in authorized use.
- b. Request for kitchen use must be made on the Activity Coordination Form, be submitted, and receive approval from the GCC operations manager.
- c. If there is to be minimal food preparation (using readymade beverages and prepared food items) there is no need for the presence of a custodial staff.
- d. When the kitchen is used for events which require food preparation using major appliances, a custodial staff must be present to supervise use of appliances and equipment and must be compensated for her/his time.
- e. See Section 2.d. for fees.
- f. Each group serving large amounts of food or drink is responsible for cleanup and disposal of any food, drink or trash.
 - o All trash/garbage must be taken to the dumpster (royal lane side by fence).
 - o The code to unlock the dumpster is 4159.
 - o Do not put garbage in the trash cans located on either side of the building.

4. Community Event / Private Gatherings Policies:

- a. Gatherings such as showers, anniversaries, birthdays, recitals, holiday parties, conferences, book clubs, etc. can make reservations no more than 6 months in advance of the date.

- b. Saturday events, including clean up, and vacate of building must be concluded by 10:00 pm. (*exceptions to the rule must be approved by the GCC operations manager)
- c. FEES: \$50 an hour

5. Wedding Policies:

a. SPACES AVAILABLE:

- i. The Worship Center/Sanctuary in South Building 1st floor.
- ii. Wedding ceremony worship center seating capacity: 350

b. RESERVATION:

- i. For Weddings, facility may be reserved a maximum of 8 months before the wedding date.
- ii. Only wedding ceremonies may be scheduled. *Due to the busyness of the GCC building during the weekends, the GCC is not scheduling wedding receptions at this time.*
- iii. Do not forget to schedule a wedding rehearsal, if you would like one.
- iv. No weddings or rehearsals shall be held on the following dates:
 - Sundays
 - Easter weekend (includes Friday through Sunday)
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving weekend (Thursday through Sunday)
 - Christmas Eve, Christmas Day, Day after Christmas
 - New Year's Eve, New Year's Day
 - The GCC reserves the right not to book weddings on specific dates which conflict with other scheduled events.

- v. Reservations will be confirmed upon completion of an Activity Coordination Form and payment of the refundable \$250 security deposit.
 - vi. A tentative date without deposit may be placed on the GCC calendar and held for a minimum of 48 hours only. If not confirmed within 48 hours, the tentative date will be erased from the calendar. No reminder call will be made that the time period lapsed.
 - vii. Hours of Operation: Earliest opening hour for the building is 6:00 am without need of a key card. A wedding ceremony should finish no later than 9:30pm at which time the building is to have already been vacated, and decorations removed. If Worship Center is available, decoration for ceremony may be done the day before the wedding ceremony during regular building hours (M-F 6am to 6pm). Speak to operations manager to coordinate and receive permission to decorate a day before.
- c. FEES:
- i. Only a “Member” may have a wedding ceremony free of charge. A “Member” is defined as the bride, groom, or a parent of either bride or groom who is a church member of one of the congregational tenants at the GCC. *Refundable \$250 deposit and activity coordination form need to still be submitted by “Member”.*
 - ii. Refundable Deposit: the \$250 deposit will be refunded if all facilities and equipment are left in clean and good condition and no extra custodial help is needed. The GCC may retain a portion of the deposit if equipment or facilities are damaged or if extra custodial help is required for special clean up inside or outside the building. Should damages exceed the \$250 deposit, the user will reimburse the GCC for additional costs.

- Damages: the bride, groom, and their families are responsible for all damages to facilities/grounds. They are responsible for providing florists, musicians, sound technicians, wedding coordinators, videographers, photographers and any other vendor with copies of building use policies, which may be obtained from the operations manager.
- iii. Custodial Presence: \$30 an hr. (custodial presence will arrive 1 hr. before ceremony to unlock building, and stay 1 hr. after ceremony and reception to throw away trash, clean up, and lock building). These fees must be paid one month before the wedding date. Checks should be made payable to Gaston Christian Center.
- d. WEDDING CEREMONY:
 - i. Instruments: ONLY piano, organ, and microphones in worship center may be used. Any additional instruments must be brought by the wedding party.
 - ii. Sound technician must be provided by the congregation the member is a part of.
 - iii. Minister: Wedding couple is responsible to find minister or officiant for their wedding.
 - iv. A wedding coordinator is not provided by the GCC.
- e. DECORATIONS:
 - i. Rice bags, confetti, birdseed, or real flower petals may NOT be thrown in any area of the GCC building or grounds. These items may NOT be thrown in the parking lots during or after the wedding ceremony. These materials are hazardous to the environment and building maintenance. Failure to comply may result in the loss of the \$250 deposit.
 - ii. Only silk or artificial flower petals may be used in the worship center with an aisle runner being placed over the carpet.

- iii. Decorations must be cleared by the GCC operations manager.
 - iv. ONLY DRIP LESS candles may be used and must be placed in a candelabra. Wedding party is responsible to obtain their candelabra and drip-less candles. Aisle candles are NOT permitted.
 - v. No decorations may be attached by gluing, nailing, or tacking to any of the pews, furniture, walls, or woodwork in the Worship Center or Foyer. Pews may be reserved by placing ribbon bows at the end of the pews with fabric covered clamps.
 - vi. Flowers must be placed in containers which will prevent water damage. NO flowers may be placed on musical instruments.
 - vii. Decorations located in the worship center, foyer, and fellowship hall for special events of the season such as Christmas or Easter, are not to be removed or relocated.
 - viii. Removal of all wedding decorations in the worship center is to begin immediately after the ceremony.
 - ix. If chairs in the choir loft are moved or removed, then they MUST be placed back as found by the wedding party or wedding coordinator.
- f. SUBSTANCE USE PROHIBITIONS:
- i. The use of tobacco products, alcoholic beverages, or narcotics is prohibited on GCC buildings and grounds. Failure to comply may result in the loss of the \$250 deposit.
- g. REHEARSAL DINNERS/ WEDDING RECEPTION PARTIES:
- i. Rehearsal dinners or wedding reception parties will not be permitted in the facilities.
- h. RENTER'S PERSONAL ITEMS:
- i. The GCC assumes no responsibility for the security of personal articles in connection with the wedding. The GCC assumes no responsibility of the security of articles belonging to the bride,

groom, guests, florist, caterers, photographers, or any other vendor/contractor. It is the bride and grooms responsibility to inform guests & vendors of the GCC Building Policies.

- ii. The wedding party shall be responsible for seeing that all items pertaining to the wedding are removed immediately after the wedding.

6. Funeral Policies:

a. FEES:

- i. Funerals or Memorial Services for church members whose congregations are tenants of the GCC may be held at NO CHARGE for use of the facilities.
- ii. Fees for non GCC congregational tenants:
 - o \$250 to use the worship hall for service
 - o \$250 to use fellowship hall for reception
 - a. Additional Fee of \$100 for the services provide by the funeral event coordinator for the set up and break down of the fellowship hall.

b. RESERVATIONS:

- i. Contact the Operations Manager to reserve the Sanctuary or Fellowship Hall for any Funeral or Memorial Services and coordinate the event on the calendar.

7. Renovation Policies:

- a. Please look at Lease Section 6. “Alterations and Improvements”, for the procedure to follow regarding renovations, alteration and improvements.
 - i. The GCC must approve renovations.

- ii. The purpose of this policy is to determine that all such items conform to the general plan of decoration and function of the GCC properties.
 - iii. This policy excludes personal property individuals brought to the building or grounds for temporary use, and items not attached to the building that are clearly intended to remain the property of an individual or organization.
- b. No structures or temporary structures may be attached to the floor, walls, or ceilings without the permission and approval of the GCC.
 - c. No walls in common spaces may be painted without the approval of the GCC.