

Grace Fellowship Church Building Use

GFC desires to serve our members and attendees by offering some rooms that are available to reserve for personal use. However, Internal Ministry groups have first priority on space usage. Then, depending on availability, external Ministry partners, GFC members, and regular attendees may reserve space. Inquiries to use space are to be directed to Shawn Blankenship @ shawnblankenship@graceky.org or the church office at 859.371.7880.

Please NOTE these stipulations in reserving space:

- Only Internal or External Ministries can reserve space for Sunday.
- Unforeseen events (funeral, etc.) may at last minute supersede any previously scheduled member or attendee event if an Internal Ministry need requires the space.

For Members and Regular Attendees not requesting space for Ministry use, space may be reserved (pending availability) for events such as the following:

- Milestone Birthdays (70 and above)
- Baby Showers
- Wedding Showers
- Milestone Retirements
- Other events subject to GFC approval

Available space that can be reserved includes the Florence Campus Upstairs Café and the Lower Level (basement) space. Various spaces are also available at our other campuses. Each area will have set up and capacity constraints that will have to be adhered to. Tables and chairs can be provided for use, however, assistance with setup cannot be guaranteed. You will be allotted time prior to your event to set up your area as needed. Doors will be unlocked for you or instructions will be given on how to do such. Please note that there is no guarantee that the HVAC system can be adjusted during your event. The thermostat will be set for normal operations for seasonal comfort. There is also a minimal amount of cold and dry storage that can be provided for your event. There are no appliances for cooking at GFC, but there is a microwave for your use. You may cater your event through a licensed caterer or restaurant. Please note that no alcoholic beverages may be brought onto the GFC premises.

You are responsible for the clean up after your event. This would include but is not limited to the following:

- Taking trash out to the dumpster
- Wiping down countertops
- Washing and putting away utensils, serving dishes, etc that you might use
- Sweeping/vacuuming the floor
- Returning the room to its original set up
- Cleaning other areas that you might use (i.e. common hallways, bathrooms, etc.)

Please note that persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith may not use GFC facilities. Nor may church facilities be used in any way that contradicts the church's values as reflected in our [statement of beliefs](#) and [constitution](#). This policy applies to all church facilities at each campus.