



FACILITIES USE AND FEES

The various facilities of Grace Episcopal Church exist to enhance our programs of worship, education, evangelism, membership development and enrichment, missions, social concerns and family life. The church exists to reach people both within and outside our community of faith.

A summary of our policy for the use of Grace Church facilities follows, but anyone interested in using the facilities should contact the Church Office (803-432-7621). These guidelines only apply to use/lease of meeting space, kitchen and restrooms located at Grace Church.

- All members of Grace and church sponsored organizations are eligible to use church facilities. Church programs will take precedence over personal activities by church members in the use of facilities.
- A Lease Agreement with conditions of Lease must be completed before use of the facilities for programs and events not sponsored by Grace Church. These may be obtained at the Church office.
- Scheduling of events in church facilities will be coordinated through the Church Office. In case of conflicting schedules, the first recorded event has precedence. Any conflicts or appeals will be resolved by the Vestry.
- Facilities of the church may be leased for use as follows:
 - Private party for social purposes only (No political agendas permitted)
 - Commercial event for public attendance
 - Business meeting for sponsoring organization
 - Other (as approved by the Vestry)
- No charge shall be made for facilities when used for Grace Church programs, or when programs are co-sponsored by a Grace Church group. A schedule of fees will be used to determine cost for use of facilities (see below).
- Use of a church facility by individuals or community groups not related to Grace Church may be permitted. Each request will be reviewed as to suitability.
- General wedding information, standards, a planning guide, and fee schedule relating to weddings at Grace are available in the Church Office.

- **Member Rates:** Church members (family functions), other churches, and related groups as determined by the Vestry are eligible for **Member Rates**. All other organizations will be charged **Non-Member Rates**.

FEE SCHEDULE:

Facility Member Rate Richardson Hall and Kitchen \$75 (4 hours + \$10 ea add. Hr.)
Meeting Room/Classroom/Conference Room \$30 (4 hours)

Facility Non-Member Rate Richardson Hall and Kitchen \$275 (4 hours + \$25 ea. add. Hr.)
Meeting Room/Classroom/Conference Room \$200 (4 hours)

Non-Member rate for long term uses/leases to be determined by Vestry.

Security/Cleaning Fee \$100.00 refundable upon inspection of facility after use.