

Grace Methodist Church

398 Telok Blangah Road Singapore 098866
Tel: 6278 0996 Fax: 6272 9567
Email: marcuslee@gmc.org.sg Website: www.gmc.org.sg

USAGE OF CHURCH FACILITIES POLICY, RULES & REGULATIONS

1.0 FACILITIES OF GRACE METHODIST CHURCH:

1.1 The following facilities of Grace Methodist Church ("GMC") are available for use from 9.00 am to 10.00 pm on weekdays and Saturdays, excluding public holidays:

| | Facilities (air-conditioned) | Level | Seating Capacity (No. of Persons) |
|----|---|------------------------|--|
| a) | Sanctuary | 1 st Storey | 320 |
| b) | Multi-Purpose Hall | 2 nd Storey | 160 |
| c) | Seminar Room 2 | 2 nd Storey | 60 |
| d) | Seminar Room 3 | 3 rd Storey | 40 |
| e) | Classrooms | 3 rd Storey | 20 |
| f) | Social Hall | Basement 1 | 50 |
| g) | Space 79 | 1 st Storey | 50 |

2.0 ALLOWED USE:

2.1 Facilities shall only be used for church-related activities & weddings.

For weddings, both GMC members & GMC-Affiliated members are allowed to book GMC facilities, subject to the availability of the facilities; approval as explained in Section 3; & GMC's policy on weddings as set out in Section 5.

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3.0 APPROVING AUTHORITY:

- 3.1 All bookings shall be approved by the Property Management Committee ("PMC") & approved bookings shall be subjected to donations as shown in Section 7.
- 3.2 In the event that there are more than one intended booking for the use of the same facilities, PMC shall be the final authority on the allocation taking into consideration the best interests of GMC.
- 3.3 No committees or individuals shall commit on the use of GMC facilities without prior approval of the PMC.
- 3.4 The PMC shall accordingly allocate alternative facilities based on the needs & size of the users.

4.0 RESPONSIBILITY OF THE USERS:

- 4.1 Users are responsible for the arrangement of tables & chairs according to their respective requirements. They are to restore all the furniture to their original position after use. No pews shall be shifted from their original positions in the Sanctuary.
- 4.2 The users and/or their guests shall indemnify GMC against any personal injuries or any incidents happening to or suffered by anyone whilst in GMC premises.
- 4.3 Users are responsible for the cleanliness and tidiness of GMC premises.
- 4.4 No food & drinks are allowed in the rooms unless prior permission has been sought.
- 4.5 Smoking of cigarettes & the consumption of alcoholic beverages are strictly prohibited.

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- 4.6 Lights, fans & air-conditioning units are to be switched off & the respective room doors are to be locked after use.
- 4.7 All users are to vacate the Church premises by latest 10.30 pm.
- 4.8 GMC shall not be responsible for any loss or damage to the property of the respective users.

5.0 WEDDINGS:

5.1 PASTOR'S APPROVAL:

- 5.1.1 GMC members shall seek GMC Pastor-In-Charge's ("PIC") prior advice before booking the date & facilities for their wedding.
- 5.1.2 GMC-Affiliated members are required to submit a letter from their church indicating their membership & the reason for their request, particulars of the officiating minister etc.
- 5.1.3 Only ministers approved by PIC are allowed to officiate wedding services in GMC.

5.2 BOOKINGS:

- 5.2.1 All wedding bookings are to be made in 4-hour time blocks on Saturdays:
 - 9.00 am to 1.00 pm; OR
 - 10.00 am to 2.00 pm.
- 5.2.2 GMC's facilities are, in general, not available for weddings should the Saturday be a public holiday.

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5.2.3 Air-conditioning is included in the 4-hour block booking. Any requests for additional air-conditioning either before or after the 4-hour block shall be charged at a rate of \$100.00 per hour for the Sanctuary & \$50.00 per hour for each of the other venues.

5.2.4 Included in the booking is one (1) complimentary rehearsal on a weekday night (maximum 2 hours); at the Sanctuary.

5.3 WEDDING COUPLE'S RESPONSIBILITIES:

5.3.1 Wedding couples shall bear in mind the sanctity of God's Sanctuary when deciding on their decoration theme.

5.3.2 No double sided tapes shall be used when putting up decorations. The use of "blu-tac" is permissible. Nails, pins or wires are strictly prohibited on walls or furniture.

5.3.3 Decorations in the Sanctuary or MPH may be put up on the evening before the day of use. Air conditioning will not be switched on. However if it is necessary to switch on, \$100.00 per hour for the Sanctuary & \$50.00 per hour for each of the other venues

5.3.4 Decorations must be removed immediately after the wedding service.

5.3.5 Only music and songs consistent with Christian beliefs are permitted in the Sanctuary.

5.3.6 No confetti and flower petals should be used or thrown in the Sanctuary.

5.3.7 For safety reasons, there shall be no lighting of candles except the lighting of unity candles at the altar (please take necessary precaution to prevent wax from dripping onto the altar table).

5.3.8 Food and drinks are not allowed in any part of the building except at the venues that have been booked for the wedding reception. Smoking of cigarettes and consumption of alcoholic beverages are strictly prohibited.

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Reception tables/chairs may only be arranged on the actual day of wedding.

5.3.9 The wedding couples are responsible for the behavior of their guests.

5.3.10 Wedding couples shall appoint a coordinator to supervise the following:

- Putting up & removal of wedding decoration.
- Ushering
- Arrangement of tables & chairs in the Sanctuary & MPH
- Catering & clearing up of left over food & utensils immediately after the reception.
- Ensuring that their guests and caterer leave the premises immediately after the booking time is over. Failure to do so will result in their being charged accordingly for any additional hour or part thereof.
- Traffic control.

5.4 PARKING:

- Only 15 parking lots at GMC's Basement 2 car park shall be reserved for the wedding.
- Wedding couples will have to pay \$50 (members) and \$100 (GMC-Affiliated members) for the usage of the Wishart Road slope car park, subject to availability.
- The church will apply on the couple's behalf for permission to use the carpark.

Alternatively, they can advise their guests to park at the nearby Telok Blangah Housing Estate.

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5.5 SARS & OTHER OUTBREAKS:

In the event of such outbreaks, wedding couples shall be responsible for the compliance of relevant Authorities' requirements: e.g. monitoring temperature & maintaining a contact tracing list.

6.0 **BOOKING PROCEDURE**

6.1 All bookings shall be made on the prescribed forms obtainable from GMC Administration Office.

6.2 Bookings of facilities shall be made at least one month in advance, except for weddings which require at least six months advance notice & will only be confirmed 6 months before the wedding day.

6.3 GMC shall be the final authority in the approval/rejection/withdrawal of any permit.

6.4 GMC Administration Office shall be informed by the applicant of any cancellation as soon as possible.

7.0 **DONATIONS**

7.1 Grace Methodist Church organizations & members may use the facilities free-of-charge for church-related activities.

Other applicants are requested to donate in the following manner (all cheques shall be made payable to Grace Methodist Church):

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| Applicant | Duration | Donation | | | | | |
|---|---|-----------|-----------|-------|-------------|------------|----------|
| | | Sanctuary | MPH | SR2 | Social Hall | Classrooms | Space 79 |
| (A) Methodist Related Events | 4 hour blocks or part thereof | \$600 | \$200 | \$100 | \$100 | \$50 | \$100 |
| | Subsequent hour or part thereof | \$50 | \$25 | \$25 | \$25 | \$25 | \$25 |
| | AV Crew, Standby Staff & Cleaners | \$200# | | | | | |
| (B) Wedding (GMC-Affiliated Members) | 1 st 4 hours or part thereof | \$1,200 | \$400 | \$200 | \$200 | \$100 | \$200 |
| | Subsequent hour or part thereof | \$100 | \$50 | \$50 | \$50 | \$50 | \$50 |
| | AV Crew, Standby Staff & Cleaners | \$400*# | | | | | |
| (C) Wedding (GMC Members)+ | 1 st 4 hours or part thereof | Love Gift | Love Gift | \$200 | \$200 | \$100 | \$200 |
| | Subsequent hour or part thereof | Love Gift | Love Gift | \$50 | \$50 | \$50 | \$50 |
| | AV Crew, Standby Staff & Cleaners | \$400*# | | | | | |

* includes AV crew for 1 x wedding rehearsal on weekday night (2 hours)

for public holidays, the rate shall be double that of non-public holidays

+ For GMC members, a love gift will be accepted for use of the Sanctuary & MPH only. For additional venues and event crew (AV, Standby Staff & Cleaners), the amount is to be donated as per Section C of the table.

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- 7.2 A refundable deposit of \$300 shall be submitted together with the application form. If the booking of the facilities is cancelled by the applicant for whatever reason, the deposit shall be forfeited. GMC shall deduct a sum as deemed appropriate by PMC from the deposit to make good any damage caused as a result of the use of the facilities.
- 7.3 Donations shall be made in full to GMC Administration Office immediately after the application has been approved. On receipt of the payment, GMC Administration Office will issue a permit to the applicant. The permit is "NOT TRANSFERABLE" unless approved by the PMC.
- 7.4 No refund of donations shall be made unless GMC withdraws the permit.
- 8.0 The above Rules and Regulations may be revised at the discretion of Grace Methodist Church without prior notice.

I, _____, NRIC: _____ hereby acknowledge receipt of a copy of the Rules & Regulations and agree to abide by them.

Signature

Date