

Grace Church Facility Use Form – Summer / Fall 2020

Name of Group or Event: _____

Name of Responsible Person: _____

Phone: _____ Email: _____

Date(s) and Times (s) Requested: _____

Room(s) / Group Size Requested:

Gym for Large Group (50-100 people)

Gym for Small Group (15-50 people)

Fireplace Room for Small Group (3-20 people)

Fireplace Room for 1 on 1 meeting

Access to Restrooms for group meeting in parking lot / outside on property

Other: _____ (subject to Staff or Elder review)

Do you need access to any Technical Equipment (TV, Laptop, Projector, Screen, Sound ...)

No Yes – describe: _____

Any other needs your groups has, or special circumstances we should know about: _____

- Have you received and read and do you agree to all rules in our most recent “Use of Church Facilities During Covid” Document? Yes No
- Do you agree to share the health questions and facility use rules with all members of your group ahead of time, and to enforce all the rules while in our facilities? Yes No
- Do you agree to accept responsibility for your group, holding Grace Bible Fellowship Church harmless for any injury, covid-exposure, or death related to your event? Yes No

Responsible Person Signature: _____ Date: _____

Office Approval: Yes No With Conditions: _____

Staff Signature: _____ Date: _____

Summary of Covid-Related Rules for Use of Grace Facilities *(please distribute to Group members)*

- All use of facilities MUST be scheduled in advance, including 1 on 1 use. Access to the building is only granted for the time immediately surrounding the scheduled meeting time
- All those in the building MUST social distance (families 6 feet from all other families)
- All those in the building MUST wear a mask at all times (covering nose and mouth)
- All those attending any group meeting MUST abide by the following Health requirements:
 - Those who are at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions), should seriously consider the wisdom of attending the group or whether they should stay home
 - If you have come in close contact with anyone that has tested positive for COVID-19 within the last two weeks, please stay home and quarantine for the recommended time
 - If, in the last 72 hours, you have had a fever over 100.4, please stay home
 - If, in the last 72 hours, you have any symptoms below that are new or not attributable to an existing condition, or if you are not feeling well, please stay home
 - Cough, Shortness of Breath, or Difficulty Breathing
 - Sore Throat
 - Chills or Shakes
 - Muscle Ache or Headache
 - Loss of sense of Taste or Smell
- Use designated entry and exit, and only access section of building where meeting occurs
- Only use 1st floor restroom, and only one person at a time in any restroom
- Rooms used by any group will be cleaned between uses (which makes it imperative Pastor Mark is informed of any part of the church that is accessed by your group)
- Attendance will be taken at all meetings, to be used if anyone should test positive for Covid
- If anyone has Covid symptoms, or tests positive for Covid within 48 hours of meeting in the church building, the group leader and Pastor Mark must be informed immediately
- The 'responsible person' for each group must read, understand and agree to enforce the complete "Use of Grace Facilities in Time of Covid" Rules
- All rules governing facility usage, as well as health and safety policies, are set by the full Board of Elders of Grace Church and are reviewed monthly, or more frequently if needed
- If anyone has questions or comments on the rules of use please contact Pastor Mark (mbickel@gracebfc.org, 484-788-9026) or any of our Elders