

Church Policy Facility Use

- Request for use of the church or any rooms is to be made in writing to churchfamily@gracepointeforsyth.org. Requests for using the facility should be made at least 2 weeks in advance.
- The Administrator will check the calendar and reply via email of availability. Calendar of meetings and events will be maintained by the Administrator. Standing meetings will automatically be put on the calendar. If there is a cancelation of any standing meeting, Administrator needs to be notified, so it can be taken off the calendar making the room available.
- Anyone who requests to use the facility for anything other than church meetings/events will pay a fee.
- A Usage Agreement will be sent to anyone using the facility for anything other than church meetings/events. A deposit will be required.