

Grace Life Church

Building Policy Manual

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I. Introduction

Welcome to Grace Life Church at 601 E. College Drive! We are blessed to have you and your organization sharing in the successful utilization of this facility. This building is a gift from God and it is our intention to see it fully utilized for Kingdom of God purposes (Luke 12:31 - But seek his kingdom, and these things will be given to you as well.) in the Marshall, MN area.

We are only stewards of the building and property that the Lord has graciously entrusted to us. This facility serves as a gathering place of worship, equipping, serving, fellowship and a launching place for sending out trained Ambassadors representing Jesus Christ.

We appreciate your cooperation to ensure the safe and efficient use of this building and grounds. Your support and diligence to help keep costs down will enhance the benefits of the building to all users.

There are many details to be discovered and worked through relating to the operation of the church building and grounds. This manual serves to address those details and provide a ready source of answers to some of the most common issues. This document will remain a work in progress. If at any time it becomes apparent that additional details need to be addressed in this manual, this manual will be updated and a new revision issued.

This building policy manual *does not* replace or supersede the Joint Use Agreements.

Please forward all questions, comments, recommendations, and concerns to the Grace Life Church office, Attn: Church Administrator. (507) 532-3187

A. Visitors

Visitors to the Grace Life Church building are always welcome. We understand that each of the building users needs to have the option of receiving visitors to their organization.

Visitors are defined as persons who are not employed by or routinely provided services by your organization. For example: anyone who comes to the MACS or Headstart areas other than staff, volunteers and students.

In order to ensure the best interests of all building users the following visitor system must be followed.

- Visitors to your organization/area shall enter and exit by the door assigned to your organization.
 - Door 1 – Grace Life Church. Located under awning on parking lot side.
 - Door 2 – Marshall Area Christian School. (MACS) South end of West side of the building parking lot side.
 - Door 3 – Prairie Dance Alliance. Center door on West side of building parking lot side.
 - Door 4 – Head Start. North end of building
 - Door 5 – Taher. Side kitchen entry off Whitney St. East side of building.
 - Door 6 – MACS Kindergarten alternative entrance. South side of building facing E. College Drive.
 - Door 7. Not used. Old front entry off E. College Drive.
 - Door 8 – Not used. Side Gym entry off High St.
- Visitors must proceed directly to your organizations office to check in prior accessing other areas of your organization.
- Visitors are allowed only in the spaces covered by your organizations Joint Use Agreement and the building shared spaces while they are being utilized by your organization.
- Direct Fed-Ex, UPS, and other delivery persons to bring your deliveries to your office area.

B. Security

Maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure.

Each organization is assigned a specific exterior door as a primary entrance. The person(s) in your organization with keys to this door are responsible to for opening and securing this door daily. All exterior doors use the same key, with the exception of the boiler room door. If your staff accesses any other exterior doors, we ask that the door be immediately locked after entered or exited.

We recommend that classroom and office doors within your organizations space be locked after normal business hours when no one is present to monitor the security of the space.

All first floor windows must be closed and latched after normal business hours when no one is present to monitor the security of the space.

Know who is in your area at all times. As noted above, visitors are required to check in and remain within your assigned space at all times. If anyone you don't know is in your space at any time, challenge that person and direct him or her to proper area of the building.

C. Emergency Procedures

NOTE: Refer to the Emergency Response Plan for specific emergencies.

All building users are responsible for familiarizing all persons in their area with the proper response to various emergency scenarios that may arise.

All building users will participate in building wide emergency drills. These drills include, but are not limited to fire and tornado drills. These drills will be scheduled in advance and timed to include the maximum number of building users.

D. Joint Use Space “Build Out”

While utilizing your areas of the building it may become apparent that physical modifications are required to most effectively use the space. The Grace Life Church Administrator must approve all physical modifications. These modifications to the building become the property of the church. At the termination of the Joint Use Agreement, it is the option of the church to determine whether to leave the modifications in place or return the space to it's original condition at the expense of the tenant.

E. Exterior Signage

The Grace Life Church building is zoned residential and not business. This means that the signage as seen at other locations along East College Drive do not apply to our facility. As such, all exterior building signage is coordinated and approved by the city of Marshall prior to installation. This signage is limited to identification of the building (Grace Life Church) and street address of the building.

F. Parking / Parking Lot

Our parking lot doubles as a playground for small children. In order to help ensure their safety, only limited driving and parking is allowed on the parking lot during school hours or when children are present. All vehicles must be removed from the parking lot by 8:40 AM. The only exceptions to this are Head Start school busses, emergency vehicles, large vendor deliveries, and maintenance related activities.

School hours driving on the parking lot is limited to drop off and pick up of students. Safety cone lanes are provided as guides for traffic flow. Please stop your vehicles to the right hand side of the lane, so that vehicles can pass on the left side if necessary. If you need to park, in the middle parking section, pulling all the way through, so you do not have to back up when you leave. Do not leave your car running unattended.

Other school hours parking on the parking lot is limited to special events such as MACS chapel and other similar activities.

Please follow the direction arrows on the parking lot entrance and exit to help traffic flow smoothly. The speed limit on the parking lot is 5 mph.

All parking is reserved for persons attending scheduled activities on evenings and weekends. We ask that all tenants use street parking on evenings and weekends unless attending scheduled activities in the building.

G. Maintenance / Work Requests

Maintenance staff for the building and grounds is provided by Grace Life Church. The maintenance staff reports to and receives direction from the Grace Life Church Administrator.

Maintenance requests must be routed through the Grace Life Church Administrator for approval prior to maintenance staff spending time or materials on the request. To request maintenance services in your area, complete a Maintenance Work Request form and turn it in to the Grace Life Church Administrator or maintenance staff member for scheduling.

We understand that on rare occasions there may be need for emergency maintenance items. Emergency maintenance items are those that have just occurred and pose an immediate and unavoidable danger to life or property. For emergency maintenance items, immediately call the church administrator. If you cannot

immediately reach the church administrator, you may contact the applicable maintenance staff person(s) directly or leave a message with the church office.

No outside maintenance providers, service companies, or individuals are allowed to service the physical building and grounds maintenance items without the approval of the Grace Life Church Administrator.

Maintenance services to your area or shared areas are billable at \$30/hour plus materials for repairs and services related to damage (accidental or otherwise) caused by the Tenant, tenant's clients, or tenant's visitors (1-hour minimum). Elective repairs and building modifications may also be billable to the Tenant.

H. Janitorial / Cleaning

Grace Life Church is responsible for the routine cleaning of the shared spaces. This includes the hallways, restrooms, cafeteria and gymnasium. The Tenants of Grace Life Church are each responsible for the routine cleaning inside their own classrooms, storage spaces, and offices. Please keep the hallways clear to facilitate dust mopping and cleaning of the hallway. Additionally, the Tenants provide the paper goods, hand soap, and trash can liners for the restrooms adjoining their classrooms.

Please take precautions during wet or snowy seasons to avoid excessive tracking into the building. This includes making full use of floor mats and reminding students to take time to wipe their feet off when entering. Special indoor shoes are not required by Grace Life Church. However, we do ask that winter boots be removed when entering and regular shoes worn when using the building.

We ask that the Tenants perform clean up of all spills, debris, vomit, etc. that occurs in their area or in the shared areas during their use of those spaces. Please inform the Church Administrator or Church office when these spills occur if the affected area(s) requires additional professional cleaning. (For Example: Coffee spilled on carpet.)

Floor Maintenance

In an effort to improve and maintain the condition of the hard surface floors, we professionally refinish the tile floors. To preserve this finish the dirt and debris must be routinely removed from the floor. To assist the tenants in this, Grace Life Church cleans all refinished tile floors with the autoscrubber. When requested, tenants must clear as much of their floor as reasonably possible to allow room for the autoscrubber to operate. This is not a substitute for routine cleaning in dedicated spaces within the building. All tenants are expected to routinely sweep and mop their floors.

Additional Precautions for refinished floors

- No roller shoes allowed in the building.
- No floor coverings with abrasive backings allowed on tile floors.

Please report all concerns, requests, or observations relating to routine janitorial cleaning to the Church Administrator.

I. Snow Removal / Snow Days

Snow removal at Grace Life Church is performed by church staff and volunteers. We will do our best to ensure that the snow is cleared and the building is accessible to all users within 30 minutes of scheduled start times. Days with late starts and school closings are days that the snow removal will also be late or not performed.

Please do not drive on the parking lot prior to the completion of snow removal.

J. Appliances / Appliance Fees

In an effort to control operational expense, we need to either limit the nonessential appliances used in the building or recover their expense from their users. Each Tenant is allowed to utilize the appliances, office equipment, and electronics in their area that are required (essential) for the operation of their organization. The only restriction is the electrical capacity of the area.

It is likely that Tenants may elect to place additional nonessential appliances in their area for either convenience or other reasons. It is also possible that the individual Tenants may require more appliances than others. Each Tenant is allowed to have up to 1 full size standard refrigerator and 1 microwave in their area. This includes appliances belonging to the organization, staff, or other. Placement of additional appliances results in additional monthly fees for appliance electrical usage as listed below. Most small electronics and appliances use so little electricity that they are not listed. (For Example: Coffee makers, fans, lights, computers, etc.) Please check with the Church Administrator if the appliance to be used is not listed.

Appliance	Monthly Fee
A/C up to 6,000 BTU	\$35
A/C up to 9,000 BTU	\$55
Electric Heater (portable)	\$5
Microwave Oven	\$5
Refrigerator (Full Size)	\$10
Refrigerator (Dorm Size)	\$5

K. Keys / Lost Keys / Lock out Fees

Each building user is issued an exterior door key and a key to their assigned room(s). Additionally, each Tenant is issued one complete set containing all the keys to their assigned area(s). If additional keys are required, they can be requested from Grace Life Church for a fee of \$2.50 per key.

Tenants are not allowed to duplicate any keys issued to them by Grace Life Church at any time for any reason. All duplicate keys must be issued by Grace Life church.

All keys must be signed out to the building users by Grace Life Church staff. This provides a log of everyone who is in possession of keys to the facility. The return of the issued keys is then the responsibility of the individual who signed for the keys. Lost interior doors keys may be replaced at the cost of \$2.50 per key. Lost exterior door keys may result in the need to “re-key” all exterior door keys at the expense of the building user who lost the key.

If a building user is locked out of the building or an area of the building, please contact your organizations office for entry into your area. (Remember they have a master set.) Requesting entry from Grace Life Church staff is available for \$5 per event. This fee is to help us recover the expense of lost labor / efficiency for our staff when they have to stop their planned work to unlock the door(s).

L. Shared Space Scheduling

The Grace Life Church Administrator is responsible for scheduling use of shared space. This includes the cafeteria, gymnasium, and other unassigned areas of the building and grounds. Use of the playground and green space is available to all users during normal hours of operation. (Please refer to the playground rules for additional details.)

Church uses of the shared space take priority over all other uses. This includes events such as weddings and funerals which may interrupt normally scheduled uses of the shared space.

A representative from each of the building Tenants along with the church administrator establish the routine shared space schedule for the school year. Additional activities, rain days, and other factors that cause changes to that routine schedule can be addressed by the church administrator as needed. Our goal is to see that all the needs of the building users for use of the shared space are met. Shared space schedules will be posted in or near the shared space and in each of the Tenant offices.

All building users must utilize the Event Notification and Resource Scheduling form prior to their scheduled event. This form allows us to get the required approvals for the event and prevent scheduling conflicts.

M. Building Usage Rates

On occasion your organization may desire to use the building shared spaces outside of normal operating hours identified in your Joint Use Agreement. Usage rates for the church family apply only to non-church related usage. In order to recover the added expense for utilities, staff, clean-up, etc. the following fee table serves as a guideline for usage rates.

Location	Church Family	Building Tenant	Other
Classroom/Meeting Room	\$8/hr.	\$8/hr.	\$15/hr.
Large Meeting Room	\$15/hr.	\$15/hr.	\$25/hr.
Cafeteria	\$8/hr.	\$40/event	\$50/event
Gymnasium/Sanctuary	\$8/hr.	\$60/event	\$75/event
Kitchen***	\$8/hr.	\$60/event	\$75/event

* Custodial charge is \$25.00 per hour.

** Special usage rates available for frequent scheduled use such as basketball practice...

*** At least one person from the church or food service shall be in attendance any time major kitchen equipment (ovens, stoves, dishwasher, etc.) is used for a function. Rate is \$20.00 per hour.

N. Building Communications

Postings. Each Tenant needs to assign a location within their area for building postings. This is a location where announcements and information relating to all building users can be posted for all building users to read. We recommend that a section of bulletin board be set aside for this purpose in each of the Tenants main office or break area

Email. All building users who have email access at work, at home or both can receive building communications via email. At the beginning of each school year an updated contact information request will be routed to all building users.

Face to Face. This is our communication method of choice. Whenever possible, please use this method. It is a little archaic and might seem old fashioned to some, but it highly effective and worth the time it takes. In an effort to facilitate this method of communication, the church administrator posts office hours on the office door located on the second floor Room 203.

O. Noise Levels / Quite Time(s)

Our building is located in a residential neighborhood and surrounded by private homes. As such, we ask that all building users refrain from noisy activities outside the building or that can be heard outside the building at all times and especially from 9:00 PM to 7:00 AM daily. Obviously, this does not include the sounds of children playing before, during and after school.

Inside the building, we ask that all building users be considerate of others in the building and avoid noisy activities that unnecessarily disturb other building users. This includes, but is not limited to: audio equipment, power tools, running, jumping, shouting – you get the point.

If there is a noisy activity disturbing the operation of your organization, please address the issue directly with the source of the noise when possible. If the issue can not be resolved, please contact the church administrator to mediate as needed.

P. Tobacco / Smoking

The entire building and grounds of Grace Life Church at 601 East College Drive is tobacco and smoke free. Use of any tobacco products on the entire property is not allowed. This includes use of tobacco products in private vehicles on Grace Life Church property.

Persons in violation of this policy shall dispose of their tobacco products immediately or leave the property.

Q. Elevator Use

The elevator is an essential feature of the building that allows people, equipment, and supplies to be easily transferred between floors within the facility. To ensure the safe and continued operation of the elevator, Grace Life invests in regular maintenance services to test and maintain the elevator.

There is an emergency phone in the elevator should you become stranded in the elevator. Please refer to the emergency phone numbers in the elevator. Do not call 911 unless it is an actual emergency and/or until all other emergency numbers have been tried.

In case of a fire or other emergency, do not use the elevator.

To help ensure that the elevator does not receive any unnecessary wear and tear we ask that the following criteria be met if riding the elevator:

- Physical necessity due to disability, injury, or other related need.
- Transfer of strollers, carts, large supplies, furniture and other heavy materials between floors.
- Maintenance personnel with equipment, supplies...

R. Fire Safety

In an effort to minimize the potential fire risk to our facility we have established the following policy regarding potential fire hazards and preventative measures.

PREVENTION

Fire Drills

In conjunction with the building tenants, Grace Life Church will conduct annual fire drills when the building is at capacity. This fire drill includes a visual and audio check of the fire alarm system used inside the building.

Fire Safety Equipment

Grace Life Church provides fire safety equipment as necessary throughout the facility. This includes, but is not limited to, fire extinguishers, kitchen fire suppression system, alarm system, and flammable material lockers.

Fire Safety Inspections

Grace Life Church contracts with a qualified vendor to perform routine inspections of the fire safety equipment. Additionally, our tenants comply with their own fire safety requirements that include formal fire safety inspections.

RESTRICTIONS

Open Flame

Open flames of any type are not allowed, with the exception of maintenance personal and special permission. Examples: Torches used for plumbing or unity candles used for a wedding ceremony.

Burning candles, incense, and other open flames is not permitted.

Extension Cords/Power Strips

The use of extension cords is restricted to temporary use for such things as maintenance projects, audio video application, temporary connection while waiting for permanent wiring installation, and other related short term uses.

Extension cords are not permitted to be used in place of permanent wiring.

All extension cords on the property and used in the facility must be rated HEAVY DUTY or EXTRA-HEAVY DUTY.

All power strips or outlet expanders must be UL listed and have the UL symbol. Power strips must be the surge protector style with a built in breaker.

Heating appliances

Heating appliances for cooking may only be used in the kitchen and cafeteria area. This includes, but is not limited to, crock pots, broasting pans, electrical skillets, and such. All heating appliances must be in good working condition and be UL listed and have the UL symbol. Microwaves are allowed in areas outside of the kitchen and cafeteria only with the express approval of the Church Administrator.

Lights, Lamps and Seasonal Lighting

This refers to lighting other than permanently wired building lighting.

All lights, lamps and seasonal lighting must be UL listed and have the UL symbol. Bulbs used in these light fixtures must not exceed the recommended wattage.

Seasonal lighting is allowed during applicable holiday seasons. These lights must be installed in such a way as to minimize any potential fire risk. The lights must be in excellent condition. No damaged or worn seasonal lighting is allowed.

Seasonal lighting must be connected to a timer to ensure that they are turned off when the person(s) who installed the lighting is not present to monitor the area.

Lights, lamps and seasonal lighting that are left on overnight after the building user has left the premises will be removed from the area.

Rev. 2 Changes

- Revised parking and parking lot section to allow for student pickup and drop off.
- Added Elevator Use section.

Rev. 3 Changes

- Added Fire Safety Section..

Rev. 4 Changes

- Added page numbers
- Expanded introduction
- Visitors Section – identified assigned doors.
- Revised parking to allow for MACS parent parking during pick up and drop off.
- Added detail to Janitorial Cleaning section to cover floor maintenance and restrictions.
- Shared Space Scheduling – Added need for Event Notification Form.
- Elevator Use – Noted emergency phone
- Fire Safety Section: Heating Appliances – noted need for Church Administrator approval on microwaves.