

REQUEST FOR USE OF CHURCH PROPERTY FORM & GUIDELINES
FOR NON-CHURCH SPONSORED EVENTS

NAME _____ PHONE _____

DATE & TIME OF EVENT _____

(This request **must** be submitted **7** days prior to event)

TYPE OF EVENT _____

ROOM REQUESTING _____ HOW MANY? _____

OTHER INFORMATION (i.e. room configuration*, etc.) _____

(*Requests may need to be changed due to building design.) _____

MINIMUM FEE _____

PROCEDURE FOR USE OF CHURCH PROPERTY

Rules Governing the Use of Grace Reformed Church

1. The church buildings shall not be used for general public sales, auctions, bazaars, or the like, or public suppers for the purpose of raising money.
2. The sale of books, tapes, compact discs, etc in conjunction with a concert, seminar, or other church programming shall be permitted in the Fellowship Hall
3. The use of the church for weddings, receptions, anniversaries, showers, etc. shall be granted to members* only, when the member is the host of the function.
4. All Entrance doors are to be locked 15 minutes after the beginning of the event or a stated security person should be posted at the entrance door. It is suggested that all social meetings terminate by 11:00 PM.
5. There shall be no smoking or use of alcoholic beverages in any part of the church building at any time.
6. No wedding shall be performed by other than the pastor(s) of Grace Church.
7. Custodial Fees: No building use fees are required from members of Grace Church who use the church for weddings or funerals. Use of a room by members for committee meetings is also exempt from deposit.
 - Weddings Fees for members: \$100 Wedding Arranger Fee (\$150 if rehearsal dinner is held at Grace Church); \$75 Sound Technician Fee; \$75 Cleaning Fee.
 - Non-Church Sponsored Event for events such as family gatherings, showers, etc. - A minimum custodial fee of \$25.00 for use of the Fellowship Hall, \$15.00 for use of the Fireside Room; and \$10.00 for use of any other room is to be deposited in the form of a check made payable to Grace Reformed Church along with the request for Use of Property form submitted to the Church Office.
 - After 8:00 PM on Saturday, an additional fee of \$15.00 per hour will be charged per room. (Funds from these charges will be given to the Church Administration Fund.)
 - Receptions and banquets, etc., which are not private but sponsored by the church, are not to be included as requiring extra janitorial fee. Such church functions are included in regular custodial service responsibilities.Fees are to be deposited with the office no later than 1 week prior to function.
8. The use of dishes, cookware, etc. is permitted for non-church sponsored events, however no consumable items (i.e. paper cups, paper plates, coffee, cream, sugar, etc.) may be used for these events.
9. All church organization fund raising projects involving church property must be approved by Consistory. Any deviations from the above rules must be approved by Consistory.

(*) "Member" here is defined as at least one member of the parties or parents to be a confessing member in good and regular standing in Grace Reformed Church. Revised and Effective: January, 2011.

REQUEST FOR USE OF CHURCH PROPERTY FORM & GUIDELINES
FOR CHURCH SPONSORED EVENTS/MEETINGS

Request must be submitted 7 days prior to event.

NAME _____ PHONE _____

Are you the person to contact if there are any questions regarding your event? _____

If no, who should be contacted? (Name/phone) _____

DATE & TIME OF EVENT _____
(1st Choice) (2nd Choice)

MINISTRY & TYPE OF EVENT _____

ROOM REQUESTING _____ HOW MANY? _____

ROOM CONFIGURATION* _____

(*Requests may need to be changed due to building design.)

Do you need: Microphone, flip charts/markers, podium, TV/VCR, Overhead projector,
chalkboard? _____

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