

AUDITORIUM 1 & AUDITORIUM 2

Church Member:

Usage Fee \$200.00
*Sound/Technician \$ 25.00 per hour (minimum of 2 hours)
Custodial Service \$ 50.00
Commercial Kitchen \$ 25.00 per hour (minimum of 2 hours)

Church provides certified *ServeSafe* Helper

Commercial Kitchen \$ 50.00 flat fee

****Renter provides certified *ServeSafe* Helper**

Non Church-Member:

Usage Fee \$250.00
*Sound/Technician \$ 25.00 per hour (minimum of 2 hours)
Custodial Service \$ 50.00
Commercial Kitchen \$ 25.00 per hour (minimum of 2 hours)

Church provides certified *ServSafe* Helper

Commercial Kitchen \$ 50.00

****Renter provides certified *ServSafe* Helper**

*Required if using church sound system/lights

**Renter provides copy of *ServSafe* certificate

YOUTH BUILDING

Church Member:

*Usage Fee \$100.00
*Custodial Service \$ 50.00
Kitchen \$ 25.00 *ServSafe* not required

Non Church-Member:

*Usage Fee \$150.00
*Custodial Service \$ 50.00
Kitchen \$ 25.00 *ServSafe* not required

*Required fees

Other Optional Services:

Set Up Fee \$50.00 set up and take down of table and chairs
Linens \$ 3.00 per table cloth

****Linens need to be laundered and returned within three days after your scheduled event. If damaged there will be a \$20.00 charge per tablecloth to be replaced****

**Rental of any GCC facility is not allowed on Sundays.
There will not be a charge for facility use for funeral services.**

GCC Building Use Policy

Function:

The primary use of our facilities will be for church-wide functions such as Sunday worship services, Bible studies, and Youth and Children's activities. Secondary use will be for members and non-members, based upon availability. Use of the facilities shall be with the proper conduct and respect to the premises. No activity will be permitted on the church property that may bring disrepute to our Lord or His church. No alcohol, tobacco, profanity or any form of nudity shall be allowed on the premises. The facility will not be used for commercial profit unless such use is to benefit the church or community.

Kitchen facilities are available to Grace Community Church ministries, members and any non-members who agree to abide by the guidelines. Grace ministries will have priority over private events scheduled by both members or nonmembers. **Also, all buildings used on Saturday must be completed no later than 7PM. All rooms need to be cleaned and reset exactly as they were found. Please refer to the diagram on the wall in each room and reset accordingly.**

Reservations:

Use of the facilities will be scheduled by the Office Administrator. Please be aware that Grace Ministries will be given priority even if someone else has already booked a Grace facility. If Grace Ministries needs the facility we will notify you within two weeks to the best of our ability. The use of the building is subject to sharing with other events or ministries at the same time. Only 1 event will be allowed per area per day.

Keys must be picked up prior to rental use during normal church business hours (Monday through Thursday 8:00 am to 5:00 pm) and be returned immediately to the church office after the event. If it is after office hours, the key needs to be put in the key drop box on the right side of the office door.

Ministries and organizations using the building will be required to comply with the following:

- a. Set up and take down of the tables will be the responsibility of the group using the facility. If tables or chairs are moved or added, they must be returned to the original set up location after the event. (Unless the optional set up fee has been paid)
- b. No furniture, audio or video equipment are to be removed or moved. No decorations or other objects are to be attached to the walls or ceilings. No glitter or confetti is to be used.
- c. If rented or borrowed property is used, it is the responsibility of the party reserving the room to return it following the function. The church will not store items left in the building.
- d. Use of audio or video equipment must be coordinated through the media ministry and will involve additional fees (see church fee schedule).
- e. All lights should be turned off even if you did not turn some of them on. Remember to see that the bathrooms are clean before leaving.
- f. Heating/AC thermostats should be checked before leaving. Use the arrows on the right side of the thermostat to turn the temperature up or down as needed. It will automatically return to the unoccupied setting at the next cycle. Do not use the "hold" Setting.

- g. The renter will be responsible for all cleaning and resetting of the room according to the picture diagram and checklist hanging on the wall in each room after the event is over.
- h. All items belonging to the church must be used in the church and cannot be loaned for outside use.
- I. The person reservering the facility is responsible for ensuring that all doors inside and out are locked and that the key is returned to the office immediately. If the office is closed, drop the key in the drop box on the right side of the office door.
- J. No lighting of candles. Only battery operated candles are allowed.

Non-members may use the facilities for weddings, receptions, reunions, etc. subject to paragraph one (see Function: above) and Grace Wedding Policy. Please see the facilities contract for all related fees.

Fees are refundable **if** cancellation is done **30 days prior to use**. If any damage is done to the building such as breakage, floor stains, markings on walls and chairs, etc., the person who rented the building will be responsible for the cost of the repair or replacement of that item.