



**Grace Church Facility Use
Application & Policies**

Please read and complete this application form.

1.) Check the type of occasion:

- Fellowship
- Shower
- Wedding
- Other _____

Check Location(s) to be used:

- Classrooms Lower Level
- Outside Covered Patio
- Sanctuary Breezeway
- Total Life Center

2.) Guidelines for use of church buildings and grounds

A. Rules for the Use of the Premises:

- Alcoholic beverages or dancing is prohibited on church premises. The use of tobacco is prohibited inside any buildings.
- Absolutely no red dyed, purple or blue colored "Kool-aid" type products permitted.
- Beverages should contain non-staining dye ingredients such as Coca-Cola, 7-Up, Sprite, etc.
- Throwing of rice or bird seed is prohibited on church premises.
- No glitter may be used.
- Only drip-less candles may be used.
- Decorations permitted only on the tables. Decorations are not permitted on walls or other surfaces.
- All audio and visual recording with our equipment require a Grace Church staff person to operate. Additional fee charge for this service.
- Entertainment should be approved by Grace Church during the application process. Such entertainment must fit within the guidelines of being appropriate for a religious setting.

- Kitchen usage: (Additional fee charge for using this area)
 1. The kitchen area should be cleaned and restored to the condition it was in prior to your activity.
 2. All food brought in must be removed at the conclusion of the activity by the renting party.
 3. All trash must be placed in tied garbage bags and placed outside in the dumpster at the conclusion of your activity. Trash bags should be taken out through the back of the kitchen facility not through the main assembly area.

B. Church Representation:

A representative from the church is to be present at the rehearsal, wedding and reception. The requests and decisions of the church representative must be adhered to. The arrival of the florist, caterer, bridal party, etc. must be coordinated with the schedule of the church representative. Families of the wedding party are completely responsible for the set-up and removal of all decorations used in the event. Set up for the event must be scheduled during a time when a church representative can be present.

C. Priorities:

All church activities, functions, special events, and regularly scheduled services have booking priority.

D. Usage:

- A **fee structure is attached** detailing requirements for renting the various facilities on the Grace Church Campus.
- All activities must have the approval of the Executive Pastor or his designee.
- **Sanctuary** – Grace Church decorates the platform to coincide with activities and sermon series. These decorations **cannot** be removed. All efforts will be made to help accommodate your requests, but no guarantee will be given.
- **Total Life Center** – The rental fee for this facility includes the use of round and rectangle tables (no tablecloths) and chairs to seat up to 250 guests, cleaning of the facility, and utilities required to heat and cool the facility.
 1. Use of the coffee and tea services is included in kitchen use fee. This fee will include use of the machines and ingredients (coffee and tea). The fee does not include the use of cups.
 2. Use of serving room with hot/cold buffet is included in the basic rental fee. Renting party is responsible for plates, utensils, napkins, etc. These items are not included in the rental fee.

3. Full Kitchen Use (includes use of serving room) includes preparation, cooking and storing of foods prior to and during the event. The kitchen should be returned to its original condition.
- **Lower Level (Main Building)**
 1. There is a small kitchen that can be used. However, coffee must be provided by the person(s) using the facility.
 2. All paper plates, utensils, table coverings, etc. must be provided by those using the facility.
 3. Clean up - it is the responsibility of those using the facility to clean up after the activity. Such clean up includes remove all decorations and other debris. All trash containers should be emptied and placed in the dumpster outside the lower level entrance doors. A Grace Church representative will complete the remainder of the cleanup of the facility.
 4. No decorations may be attached to the walls or ceiling. The type of decorations must conform to the guidelines as stated in other areas of this contract.

E. **Payment:**

- A deposit of \$100 is due upon the approval of this contract. Full payment is due in cash/check seven (7) days prior to the event. The deposit will be applied to the total rental fees of this contract.
- Cancellation: 60 days notice will equal 100% of deposit returned; less than 60 days, only 50% of the deposit will be returned.
- Insurance: Non-church activities may require a separate church rider. You will be informed if additional insurance is needed.

Special Note: The following time guidelines will be followed when renting the Grace Church facility.

- **Sanctuary – No non-related church activities will be scheduled after
5:00 pm.**
- **Total Life Center – All activities scheduled for this facility should be finished including cleanup prior to 9:30 pm.**
- **Lower Level – All activities scheduled for this facility should be finished including cleanup prior to 9:30 pm**
- **Breezeway – All activities scheduled for this facility should be finished including cleanup prior to 9:30 pm**

3.) **Renter's Commitment of Intent:**

- I understand and agree that use of the facility by members and non-members must have prior approval by the Executive Pastor or his designee.
- I understand and agree that infant and child-care is my responsibility so that children are not unsupervised while on the Grace Church Campus.
- I, _____, understand and agree that if any damage to the facility occurs during our rental I am liable for the costs of the repairs.

I have read and now understand and agree to all the policies and procedures mentioned previously in this contract.

Renter Signature: _____ Date: _____

Name: _____

Address: _____ City: _____ Zip: _____

Daytime Telephone: (____) _____

Date of Requested Rental: _____ Time of Event: _____ to _____

Total Count of People: _____

Requested Set-up time: Date: _____ Time: _____

Total Rental Cost: _____

Office Use:

Date Approved: _____ **Payment Amount:** _____ **Cash** _____ **Check**

Grace Church
5151 North Illinois, Fairview Heights, IL 62208
618-234-5910

