

# GRACE REFORMED CHURCH

FOND DU LAC, WI

## FACILITY USE REQUEST FORM

Please return completed form to the church office as far in advance of date requested as possible to confirm your reservation. Your date is not reserved until this form is submitted.

1. \_\_\_\_\_ TODAY'S Date: \_\_\_\_\_  
(Individual requesting use)

2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Date(s) of Event: \_\_\_\_\_ if recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_

4. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_

5. Member or regular attendee who will be present: \_\_\_\_\_

6.  I have access to the building (key).  I will need access to the building. *(you must contact church office)*

7. Facilities needed (please check all rooms you would like to use):

- |   |   |
|---|---|
| <input type="checkbox"/> Sanctuary                    | <input type="checkbox"/> Olive Room (Fireside)        |
| <input type="checkbox"/> Fellowship Hall (gym)        | <input type="checkbox"/> Olive Room (Conference side) |
| <input type="checkbox"/> Kitchen                      | <input type="checkbox"/> Outside                      |
| <input type="checkbox"/> Classroom(s) How many? _____ | <input type="checkbox"/> other _____                  |

8. Equipment needed:

- |  |                                   |  |                                      |
|--|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> TV/VCR/DVD    | <input type="checkbox"/> Boom box | <input type="checkbox"/> Overhead Projector                                  | <input type="checkbox"/> High chairs |
| <input type="checkbox"/> Coffee Pot(s) | <input type="checkbox"/> Roasters | <input type="checkbox"/> Paper products <i>(there will be a nominal fee)</i> |                                      |
- There will be a fee for the following services*
- |                                     |                                       |  |
|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Sound System | <input type="checkbox"/> Projector & Screen in Sanctuary |
|-------------------------------------|---------------------------------------|--|

9. Custodial Services *(must check yes for all weddings)*

- \*No- you must contact church custodian for guidelines at least 3 days prior to event (922-7211)
- a \$100 deposit is required by members and may be refunded if all building use responsibilities are met
- Yes- see custodian fee schedule, which includes all set up and clean up for event

Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

The person/organization requesting the use of Grace Reformed Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly at 922-7211.

All non-members need to meet with a Deacon before they can use the facilities. *Date met with Deacon* \_\_\_\_\_

*\*The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)*

\_\_\_\_\_  
Signature of Responsible Party ↑ Date: \_\_\_\_\_

<b>For office use only:</b>				
Approved by: _____			Date: _____	
CC:				
____ (Custodian)	____ (Office)	____ (Building)	____ (Ministry Coordinator)	____ (Other)

## Responsibilities after Building Use

*Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.*

1. Collect all garbage into bags and bring it out to the dumpster located by the garage.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. (Note that there is a light in the Fellowship Hall that remains on even when lights are off.) Then lock up.

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

## KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. You will need to bring your own paper plates, cups, napkins etc, if you are not hosting a GRC church function.
3. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
4. Please return items to designated cupboards. Cupboards are labeled for your convenience.
5. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.

**Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. **Leave used dish cloths and towels in the sink.** They will be picked up and laundered. **Trash:** Trash should be put in garbage cans and tied. Janitor will dispose of bags. Also, please put recyclables in correct container.

**Thank You for your co-operation.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the church office @ 920 922-7211.

### Definitions, Acronyms & Forms

GRC – Grace Reformed Church

GRC Building Use Request Form – Form used for requesting the use of any and all areas of GRC for personal and church related use. This form may be downloaded from the GRC Web site ([www.grcfdl.org](http://www.grcfdl.org)) or picked up from the church office.

Fellowship Hall – Large area used for gatherings

## Policy

It is GRC's goal to allow all those who attend to have an opportunity to use the church building for personal use based on defined rental fees for members and non-members and to provide guidelines for that use of GRC facilities and equipment.

## Procedure

### A. General Guidelines

1. The following regulations and fees shall apply to all referenced groups unless specifically waived by the elder board, senior pastor or his designee.
2. The regularly scheduled ministries of the church have priority over all other uses of the facility and will be covered by regular custodial responsibilities.
3. It is the responsibility of the leaders of the various church groups and other groups or individuals requesting the use of the facility to complete the GRC Building Use Request Form as a means of scheduling the facility for the requested time.
4. The Building Use Request form is to be submitted to the church office as far in advance of the date requested as possible to confirm your reservation. Your date is not reserved until the form has been submitted to the church office.
5. All requests for facility use must be approved at least seven (7) days prior to requested date.
6. There must be a member or regular attendee in the group to be responsible for proper care and use of facilities and equipment.
7. There can be NO DANCING; NO SMOKING; NO ALCOHOLIC BEVERAGES AND NO NON-PRESCRIPTION CONTROLLED SUBSTANCES ANYWHERE ON THE CHURCH OWNED PROPERTY.
8. It is the responsibility of ALL groups using the facility to return the facility to the standard setup after use. This means putting chairs/tables back into position, cleanup any extra ordinary spills, insure all doors/windows are closed and locked when leaving and all lights turned off.
9. The church sound system, video systems and musical instruments may be operated only by authorized church personnel.
10. The group using the facility shall be responsible for reporting and paying for any damage.
11. Any incorporated group or public school function shall be asked to provide a certificate of insurance (a copy of declaration page), indicating their liability coverage in case of accident.
12. For youth activities (under 18 years of age), the requestor shall provide sufficient adult supervision to maintain discipline.
13. Acceptance of a GRC Facility Use Request Form will be at the discretion of the deacons. GRC reserves the right to grant or deny usage of its building to any organization, group or individual whether member or non-member, dependent on usage intent, failure to practice and adhere to the GRC Statement of Faith, beliefs and practices or if there are conflicts with normally scheduled ministries or other events previously scheduled.
14. No large events such as weddings are to be scheduled during the weekend prior to or following Christmas or the Good Friday/Easter Sunday weekend or Vacation Bible School.

### B. Members & Immediate Family Usage

*No fee for use of sanctuary or fellowship hall*

1. Must do their own set up and tear down of chairs and equipment that they will be using.
2. Must clean all areas they requested and used to include restrooms and kitchen areas and dispose of waste in a satisfactory manner.
3. Large event items such as WEDDINGS & FUNERALS will have professional fees assessed as outlined below.
  - a. For weddings, fees are to be paid in advance to the church office.
  - b. For funerals, fees will be collected and paid out by the funeral director.
  - c. Janitorial fees cover the resetting of chairs in large group areas.
  - d. All funds payable to Grace Reformed Church

JANITORIAL	\$100/MIN	(ACTUAL FEES WILL DEPEND ON THE COOPERATION OF THE PARTY REQUESTING USAGE.)
Computer	\$50.00	(Includes rehearsals, practices & event.)
Sound	\$60.00	(Includes rehearsals, practices, event, clearing & setting stage.)
Pastor	\$75.00	(Includes rehearsals, practices & event.)
Organist	\$75.00	(Includes rehearsals, practices & event.)

**C. Non-Members**

Costs and other fees for activities not sponsored by GRC or arranged for by a member are as follows:

A \$200.00 deposit is required for non-members. This deposit may be refunded upon Deacon's approval. The check must be turned in to the GRC office with this request form.

Rental of the Building

SANCTUARY	\$100.00	
(with maximum of \$200.00 for entire building)		
Classrooms	\$20.00 per room	
Kitchen	\$25.00	
Classrooms in addition to Sanctuary / Fellowship Hall	\$10.00 per classroom	
Nursery in addition to any building usage	\$20.00	
Fellowship Hall	\$100.00	

Custodial Fee (For Small Events – Example: Family Gathering)

Minimum per meeting	\$50.00	
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Custodial Fee (For Large Group events)

Minimum per meeting	\$150.00	
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Other Fees (For Large Group events)

Pastor	\$100.00	
Organist (†)	\$75.00	
Sound & Lighting (†)	\$70.00	
Computer (†)	\$70.00	
Candelabra fee	\$15.00	

(†) Depending on the availability of qualified technicians, this option may not be available on weekdays.