

GRACE BIBLE CHURCH - FACILITY REQUEST APPLICATION

334 Prestom Parkway, Cambridge, ON M3H 5C7

Name of Organization	<input type="text"/>		
Purpose of Event	<input type="text"/>		
Request Date	<input type="text"/>	Required Date	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Special Request	<input type="text"/>		

Requests should be received **30 days** in advance of the event. Requests are made by submission of a completed Facility Request Application to the Deacons of Grace Bible Church. Request will be reviewed for approval by the Deacons ASAP.

Fees

Fees are \$150 per day or any portion of a single day; fees are payable by cash, certified cheque or money order. A \$250 cleaning/damage deposit is also required; the cleaning deposit will be returned upon satisfactory inspection by our cleaning personal.

Please carefully review the terms and conditions on page two of this document. Once the terms and conditions have been read you must accept the terms and provide your contact information before your application can be considered.

For Deacons Use Only

Date Request Received	<input type="text"/>	Received By	<input type="text"/>
Approved By Deacons	<input type="text"/>	Cleaners Required	<input type="text"/>
Comments	<input type="text"/>		
Fee Required	<input type="text"/>	Fee Amount	<input type="text"/>
Approved By	<input type="text"/>		
Date Approved	<input type="text"/>		

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Terms and Conditions

1. Grace Bible Church will not be held responsible for personal injury or damage, loss or theft of clothing or equipment of anyone attending this function. This also applies to use of the church parking lot. The church may require some organizations to arrange for their own liability insurance for their function.
2. Any damage to the building and/or its equipment must be repaired or replaced at the user's expense. Facilities used by the organization will be examined after use and the group agrees to make good promptly any loss or damage.
3. The organization shall be responsible for the conduct and supervision of all persons attending the event. All persons attending shall remain in the area of rental and not wander through the building.
4. The organization shall be responsible to ensure that all persons attending the function have vacated the building and grounds promptly after the event.
5. The organization shall be responsible to ensure that all lights are turned off and that all doors are securely locked when vacating the building at the close of the event.
6. Grace Bible Church is a smoke free building and the use of alcoholic or other intoxicating substances is forbidden.
7. If kitchen facilities are being used, it is the responsibility of the organization to supply any dish washing detergent, cloths, Javax, towels to properly clean up after their function.
8. If any set-up is required for the function, it is the responsibility of the organization to do this or make other arrangements (i.e. tables, chairs, etc). All furniture (including tables and chairs) is to be returned to their original location.
9. Only qualified sound crew persons of Grace Bible Church are permitted to operate the sound system. This can be arranged through the Sound Coordinator and should be booked at least 4 weeks in advance.

I hereby request use of the Grace Bible Church Facilities. I understand that Grace Bible Church will not be held responsible for personal injury, damage, loss or theft of clothing or equipment of anyone attending this function. Damage to the building and/or its equipment must be repaired or replaced at the users's expense.

By checking this box you are indicating that you have read, understand and agree to abide by the terms and conditions of this document

Name

Date Telephone Number

If you have general questions related to facility rental please email GBCrental@gmail.com or call 519-623-7911