



Grace Community Church
 11611 Belair Road Kingsville, MD 21087
 Phone: 410.817.9200
 Email: anna@gracecommunity.org

<i>OFFICE USE ONLY</i>	
Person Opening:	_____
Person Closing:	_____
Does she/he need a key?	_____
Date Received:	_____
Approved:	_____ Date: _____
Fee:	_____

Building Use Request Form

Ministry Team/Group/Individual (User) using the building/grounds: _____

Name of Event: _____ Number of people involved: _____

Person Responsible: _____

Address: _____

Cell #: _____ Text? **Yes No** Email: _____

Single use event Recurring Event: __1st __2nd __3rd __4th __Every __S __M __T __W __R __F __S __week __month

Date: _____ Start Date: _____ End Date: _____ Other: _____

*All recurring events must resubmit a new request form every 6 months.

Times: Set up begins: _____ Event begins: _____ Clean-up ends: _____

Child Care: If your event requires separate rooms for child care please indicate below so arrangements can be made. You will be responsible for child care workers. Please note you will need to follow our 2 adult policy when providing child care.

Area(s) to be used:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Mueller Rm ^(max 40) | <input type="checkbox"/> Balcony ^(max 120) | <input type="checkbox"/> Prayer/Mission Rm | <input type="checkbox"/> Grounds <small>(please specify)</small> _____ |
| <input type="checkbox"/> Owen Rm ^(max 32) | <input type="checkbox"/> Edwards Rm ^(max 15) | <input type="checkbox"/> Nursery Suite | <input type="checkbox"/> Classrooms <small>(please specify)</small> _____ |
| <input type="checkbox"/> Spurgeon Rm ^(max 80) | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Colonnade | <input type="checkbox"/> Sanctuary ^(max 500) Will you need to use our sound system? _____ |

*By checking you need to use our sound system you are agreeing to use one of our trained sound technicians and will pay a standard fee of \$75.

Equipment Need: Please note we do not have a building maintenance person. The ministry team or individual using the building is responsible for set up, clean up, and the return of rooms to normal set up posted in each room in the building. Each room has a standard set up of tables and chairs already in the room.

Will use typical table and chairs set up in room **Yes No** Needed number of: Tables: _____ (#) Chairs: _____ (#)

If no, please note your preferences here: Tables: Round _____ (#) Rectangular (72" x 30") _____ (#) Chairs: Folding: _____ (#) Banquet: _____ (#)

Do you need any of the following: TV/Blu-Ray HD Projector Portable Sound/Microphone System Tables cloths _____ (#) Coolers

Will you be serving food at your event? _____ Light refreshment Full Meal

*Please read our Kitchen guidelines on the back.

If you would like your ministry event to be advertised in the bulletin please email Becky Fox (becky@gracecommunity.org) no later than one week before you would like it to appear in the bulletin.

The user agrees to the following: Alcohol is not permitted in the church or on church grounds. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above describe facilities and grounds. User agrees that it will not use the premises for any purpose beyond what has been approved. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees, and representatives) or otherwise.

Signature of Person Responsible (User): _____ **Date:** _____

Building Use Policy

We will allow **members** of GCC to use the facility for private functions under the following conditions:

- ◇ The request must not conflict with any church use of the facility.
- ◇ A reservation can not be made for use of the church facilities more than 3 months in advance of the event date.
- ◇ The church member must be willing to accept responsibility for all activities occurring as part of the event.
- ◇ The church member will be financially responsible for any damages that may occur to the facility or its fixtures.
- ◇ The church member will be responsible for all clean-up and restoring the facility to the condition it was in prior to the event.
- ◇ The church member will be responsible for securing someone to close and lock the facility after the event.

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 at the South Parking Lot.
2. Wipe off tables. If food or drink is involved, wipe 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. Vacuum and Sweep Floors as needed. Report any damage to equipment or property promptly to the office.
5. Remove any items put up on the walls or set out in connection with your event.
6. If the building is not in use when finished, please check that all doors are locked, windows closed, and lights are off. Then lock up. (If you have been given an alarm code, *set the alarm if you are the last person leaving*).

Kitchen Guidelines

1. Check with church office for availability of date desired.
2. 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.
3. Please return items to designated areas.
4. Please take all food and beverage items. We have limited storage space to store these in our one refrigerator and freezer.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. **Trash:** Trash should be taken out to the dumpster located at the South Parking Lot.

Thank You for your co-operation. Your cooperation with these guidelines will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact Anna Bickel.