

Grace Fellowship Community Center Reservation Policy

Effective August 18, 2015

USE OF THE GRACE FELLOWSHIP COMMUNITY CENTER

Please keep in mind that the Grace Fellowship Community Center is devoted to the glory of God. We ask that those who use the facility be diligent in maintaining consistency with this philosophy. Soli Deo Gloria! Members of Grace Fellowship may reserve the Community Center for activities such as parties, showers, meetings, and receptions if there is no fundraising associated with or charge to get into the event. The person responsible will sign our "Reservation Agreement", secure and return the key, oversee the set-up, cleaning, and care of the facility, and ensure that the group abides by the rules and policies of Grace Fellowship. Non-members and external groups may request the use of the community center. These events will need the approval of the pastoral team. Fees could apply in certain situations.

GRACE FELLOWSHIP COMMUNITY CENTER FEES

Members of Grace Fellowship may use the Community Center at no charge. Events associated with weddings are treated separately (requiring a cleaning charge) and do not fall under this policy. You may find that information under our wedding policy on our website. In order to ensure that the building is clean and free of damage there is a **\$150 REFUNDABLE DEPOSIT** to be made at the time of the reservation. The deposit will be returned once the venue is inspected and the key is returned. The deposit must be paid to "Grace Fellowship" in the church office prior to the confirmation of your reservation. Should the venue need cleaning or repair the responsible party would need to cover any and all damages or loss that exceed the deposit. Once the deposit is paid, the requested activity will be confirmed by the pastors and placed on the church calendar (found on gracefellowshipcc.org). If over 6 table cloths are used a \$1 fee per table cloth will be charged to cover the church's laundering costs.

GRACE FELLOWSHIP COMMUNITY CENTER RULES:

- Church activities shall take priority over any other event.
- Decorating may only begin one day before the reservation date. The CC will only be opened for decorating between 8a.m. and 10p.m. unless a prior reservation conflicts with those times.
- Scheduling will be arranged on a "first-come, first-serve" basis.
- No two events shall be scheduled on the same day, unless prior arrangements have been made.
- Neither smoking nor alcoholic beverages (except communion) are permitted on church grounds.
- No one may conduct a profit-making or fundraising event in the community center. Any charges, fees, sales, etc. must be approved up front.
- No taping or tacking to the walls.
- Do not hang anything that will damage the ceiling grid.
- If side rooms are used, they must be left clean. No supplies left, trash out, tables and chairs left in order.

- Do not slide or drag equipment across the floor.
- No running or rough playing inside the building.
- No frying food. Kitchen is for warming food only.
- No equipment or furniture can be taken from inside of church (except for church-wide events)
- Outside cooking by approval only.
- No food left in the refrigerator, on counter, or in the cabinets.
All events not church-sponsored must provide own paper products (napkins, plates, cups, and tableware).
- No children under the age of 16 in the kitchen (unless given prior authorization).

CLEAN-UP CHECK LIST:

- Kitchen mopped (if used)
- Large room swept
- Bathrooms cleaned
- Kitchen cleaned
- Decorations (if any) carefully removed
- Tables and chairs cleaned
- Tables/Chairs placed back in original positions
- Trash removed, and liners replaced (dumpster located outside)
- All food items used for event removed
- Dish cloths and table cloths returned clean within 5 days
- For under 6 table cloths: The table cloths must be laundered and returned within 5 days of the reservation day.
- Lights turned off Audio/Visual equipment turned off (if used) Doors locked Alarm set (code provided is temporary)