

# Grace Chapel's Building Use Contract

Any use other than weddings

I, \_\_\_\_\_ would like to rent part of Grace Chapel for a  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Which day of the week is this? \_\_\_\_\_

Time of day: from \_\_\_\_\_ to \_\_\_\_\_

Which rooms will be used? \_\_\_\_\_

Are you wanting use of our kitchen? \_\_\_\_\_

All rentals - regardless of regular attenders or zero cost rentals require a \$100 **refundable** deposit. Deposits will be returned upon confirming all equipment and spaces are returned in the same condition and property is returned to its original state.

All renters will be given Building/Property Use Guidelines to confirm property is returned to its original state.

## **Costs for regular attenders (six months minimum)**

- ☐ Fellowship Hall \$0
- ☐ Classrooms \$0
- ☐ Foyer on a non-Saturday \$0
- ☐ Foyer on a Saturday \$100
- ☐ Nurseries \$25
- ☐ Gymnasium if it is empty and not a Saturday, without food \$50
- ☐ Gymnasium if it is empty and not a Saturday, with food \$100
- ☐ Gymnasium on a non-Saturday, if the chairs need to be moved \$150
- ☐ Gymnasium on a Saturday before the chairs are set up \$250
- ☐ Gymnasium on a Saturday after the chairs are set up \$400

*Saturday, events other than weddings must be completed by 6 PM. An additional \$100 per hour will be charged after 6 PM.*

Saturday evening events must get approval by the senior pastor

Any no cost event will require you as the renter to return all tables and chairs to where you found them at the conclusion of your event in order to get your deposit back.

### **Cost for anyone else**

- ☐ Fellowship Hall \$25
- ☐ Classrooms \$25
- ☐ Foyer on a non-Saturday \$100
- ☐ Foyer on a Saturday \$200
- ☐ Nurseries \$25
- ☐ Gymnasium if it is empty and not a Saturday, without food \$100
- ☐ Gymnasium if it is empty and not a Saturday, with food \$200
- ☐ Gymnasium on a non-Saturday, if the chairs need to be moved \$250
- ☐ Gymnasium on a Saturday before the chairs are set up \$350
- ☐ Gymnasium on a Saturday after the chairs are set up \$600

### **Outside Deck Rental - Regardless of Membership**

- ☐ Deck Only - does not include chairs, sound system, use of building for anything including bathrooms. No cost.
- ☐ Use of building for bathroom/changing only \$100
- ☐ Use of building for bathrooms and kitchen \$150
- ☐ Use of 2 speakers and mic \$100
- ☐ Chairs \$3 each any day except Saturday (Number of chairs requested \_\_\_\_\_)
- ☐ Chairs on Saturday \$5 each (Number of chairs requested \_\_\_\_\_)
- ☐ Tables \$3 each (Number of tables requested \_\_\_\_\_)

*Saturday, events other than weddings must be completed by 6 PM.*

*An additional \$100 per hour will be charged after 6 PM.*

Saturday evening events must get approval by the senior pastor

Grace Chapel is a church first and will prioritize ministries over other events.

Grace Chapel is a 501© organization and will follow the IRS rules concerning using its space for businesses.

I have included the appropriate funds to reserve my date.

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Amount \_\_\_\_\_ Given to \_\_\_\_\_ Date \_\_\_\_\_

Deposit Received \_\_\_\_\_

Make a copy and give one to the renter

Note: Renting the building does not come with the use of our main sound system.

# **Building/Property Use Guidelines**

## **Non-Ministry**

Please follow these rules when it comes to use of our facility

- ~Please do not go upstairs.
- ~Please do not use the kitchen unless you have been given prior instructions and permission to do so.
- ~Please return any Grace Chapel equipment used to its proper place. (including all game equipment put away in the game room in orderly fashion. Do not leave anything out in the gym)
- ~Please make sure to turn any lights out, including bathroom and outside lights.
- ~Please ensure all doors are locked before leaving.
- ~Please note that Grace Chapel ministries get priority. If a situation does arise where the building is needed in an immediate fashion, we will notify you, but it can be last minute.
- ~The hallways and classrooms are not to be used without prior permission.
- ~Disposable kitchen supplies are not for use, including but not limited to cups, forks, spoons, table cloths, plates, bowls, coffee, creamer, contents of fridge, etc.

Janitor's Closet: Located next to the double doors leading into the sanctuary/gym. There are brooms and mops, rags for wiping up floor spills, additional garbage bags of multiple sizes, etc. found in there.

For those events that require and have permission to use the kitchen.

### **Kitchen:**

- ☐ Stove can only be used if you have been properly trained to light it by a member of our staff.
- ☐ Both ovens are convection ovens, please follow instructions on the oven.
- ☐ The blue oven requires the gas to be turned on, it can only be used if you have been properly trained by a member of our staff.
- ☐ The dishwasher is NOT for use.
- ☐ To fill the sinks, there is a lever at the bottom of the sink near your knee that needs to be lifted to stop the sink from draining.
- ☐ If you are planning to make coffee, you will need to be shown in advance how to use the coffee maker. Please bring in your own coffee grounds. We have filters there.

### **Before You Leave:**

Turn out all lights

- ☐ Bathroom (s)
- ☐ Kitchen
- ☐ Sanctuary/Gym
- ☐ Foyer (switch located inside janitor closet, on the wall to the immediate left)
- ☐ All hallways
- ☐ Any classrooms used (including nursery)
- ☐ Outside light (switch located in between the two sets of doors in the foyer)

For outside events that use the deck:

- ☐ All garbage needs to be picked up on and around the deck and grass area.
- ☐ Anything that was brought outside needs to be returned, if you rented chairs & tables of ours, our staff will take care of those. You are responsible for removing any coverings.

Kitchen:

- ☐ Turn off gas to stove (if turned on)
- ☐ Turn off gas to blue oven (if turned on)
- ☐ Wash and put away all dishes
- ☐ Take out the garbage to the dumpster
- ☐ Any dirty rags belonging to the church need to be hung on the laundry basket under the sink to dry.

Any classrooms you used -

- ☐ Sweep
- ☐ Wipe down counters and/or tables
- ☐ Return any furniture, tables or chairs to where you found them
- ☐ Mop if needed
- ☐ Take garbage to dumpster and replace bags, including bathroom

General Building -

- ☐ Return all thermostats to the temperatures they were at if you changed them.
- ☐ Make sure all classroom doors are closed.
- ☐ Lock all exterior doors
- ☐ Replace key into lockbox and make sure it's latched.

Questions? Please call Kate Schmer – 308-672-5971