

GRACEVALLEY CHURCH POLICY

The use of the building is intended for use only by those who regularly attend GraceValley. However, exceptions will be made due to certain events and circumstances per Board Policy. The following guidelines have been established for the use of the facilities at GraceValley:

1. A date is not secured until the Down Payment and other fees have been paid.
2. The individual signing this contract agrees to adhere to all of the guidelines and will be held responsible for the behavior of all the guests/attendees of the event. If damage occurs due to a guest's negligence, the individual signing this contract will be responsible for the entire amount of the damage.
3. NO tape, thumbtacks, or push pins are allowed to be used on walls, doors, ceilings or posts. All candles must be dripless. Command strips are allowed as long as church property is not damaged.
4. All decorations should be removed and all trash should be placed in the dumpster at the end of the event. All personal belongings and items should also be removed.
5. No smoking or alcoholic beverages are allowed inside the building at any time. A fine of \$500 will be issued if alcohol is on church property.
6. The church is not responsible for the event's food, condiments, and place settings (plates, forks, spoons, knives, napkins).
7. You are welcome to use serving utensils, drink dispensers, drink coolers and our coffee maker. You must confirm with the office manager on the use of the coffee maker (see Facility Usage Rates below).
8. Serving utensils should be washed and returned to their appropriate drawer. Please leave all used dish towels on the kitchen counter so our staff can wash them post-event. The kitchen sink is to be cleared of all dishes.
9. Children are to be supervised at all times and must remain in event areas with an adult.

FACILITY USAGE RATES

Down Payment (secures your date)	\$100	Fellowship Hall (seats 150)	\$200
Room 107 (seats 40)	\$100	Kitchen	\$100
Coffee Service	\$25	Sound Fee	\$75

Our coffee maker has special instructions - set up an appointment before your event to learn its proper use. Our maintenance and facility care manager will inspect before and after each use. Call the church office at 989-799-9535 to schedule your walkthrough.

EVENT DETAILS

RENTER NAME

PHONE

EMAIL

TYPE OF EVENT

EVENT DATE

ESTIMATED GUESTS

ARRIVAL / SETUP TIME

OUT OF BUILDING BY

SPACES AND SERVICES RESERVED (CHECK ALL THAT APPLY)☐ Fellowship Hall☐ Room 107☐ Kitchen☐ Cafe☐ Sanctuary☐ Student Center☐ Coffee service☐ Sound system

TOTAL FEES

DOWN PAYMENT RECEIVED (\$100) - DATE AND INITIALS

By signing below, I acknowledge that I have read and agree to adhere to the guidelines in this contract. I accept responsibility for the conduct of my guests and for the full cost of any damage as described on page 1, and I understand my date is not secured until the down payment and fees are paid.

RENTER SIGNATURE

DATE

GRACEVALLEY REPRESENTATIVE

DATE

RENTER PRINTED NAME
