



GRACE COMMUNITY CHAPEL

Facility Request Form

Date of Request: _____ Event Date: _____

Person Responsible for Event: _____

Phone: _____ Email: _____

Description of Event: _____
(If your event meets on _____
separate days please use a _____
separate line for each day) _____

Actual Time of Event: Begin _____ End _____ Estimated Attendance: _____
(If your event meets on separate days Begin _____ End _____ Estimated Attendance: _____
please use a separate line for each day) Begin _____ End _____ Estimated Attendance: _____

Time needed for set-up and clean-up: Date: _____ Begin: _____ End: _____
(If your event requires extra time for Date: _____ Begin: _____ End: _____
decorating or special set up) Date: _____ Begin: _____ End: _____

Facility Requested: Please check all rooms needed.

Main Level

- ☐ Worship Center♦
- ☐ Hope Hall♦
- ☐ Kitchen
- ☐ East Concourse
- ☐ West Concourse
- ☐ Perk Place (café)

Adult Area

- ☐ Adult Central♦
- ☐ 102
- ☐ 106
- ☐ 108
- ☐ 109
- ☐ 110
- ☐ Kitchenette

Youth Area

- ☐ Upper Youth♦
- ☐ Lower Youth
- ☐ Library

Parking Area

- ☐ West lot
- ☐ East lot
- ☐ South lot

Children's Area

- ☐ Nursery
- ☐ Preschool Area
 - ☐ C5 ☐ C6 ☐ C7 ☐ C8
- ☐ Grade School Area
 - ☐ C9 ☐ C10 ☐ C11
 - ☐ C12 ☐ C13 ☐ 104
- ☐ Kid Central♦ ☐ Playground**

(If your event is on more than one day, please use a separate line for each day)

Date _____	Chairs # _____	6' Tables # _____	8' Standard # _____	8' Conference # _____	Round Tables # _____
Date _____	Chairs # _____	6' Tables # _____	8' Standard # _____	8' Conference # _____	Round Tables # _____
Date _____	Chairs # _____	6' Tables # _____	8' Standard # _____	8' Conference # _____	Round Tables # _____

Please use a separate piece of paper to indicate how you plan to arrange tables and chairs. Set-ups requiring Grace custodial personnel must be requested at least 1 week ahead of the event. Please note that, for non-ministry and/or weekend requests (Friday evening through Sunday), event organizers may be asked to manage all/some of the activities associated with setup, teardown, and post-event cleaning. A member of the Facilities Team will notify those who complete Facility Requests to make these arrangements on a case-to-case basis.

♦Please continue with the attached Equipment Use Form. Use of these areas by anyone other than Grace Ministry Events may require a nominal fee.

** Use of the playground must have approval from the Director of Children's Ministries.

Please complete this form and submit it to Kim Funke in the church office at least 2 weeks prior to your event or for recurring events at least 3 weeks prior to the event. Your event is not considered final and scheduled until you receive signed confirmation from the church office. Please make sure you have read the attached guidelines and signed the agreement.

For Office Use Only

Approved by: _____ Date: _____

Person responsible for opening and closing the building: _____

Custodial Supervisor: _____

Copy Sent: Person Responsible _____	Chris Lentz _____	Facilities _____
Date _____	Date _____	Date _____

Equipment Use Form

Set up and use of Grace sound, lighting and video equipment is to be done by approved Grace Technicians only! Please contact David Earley, Director of Worship Arts, **at least two weeks prior to your event** to ensure sound and other media requirements are available and ready for use.

Date of Request: _____ Event Date: _____

Event Name: _____

☐Worship Center

Instruments: ☐Piano ☐Keyboard ☐Organ ☐Drums
Music Stands # _____

Sound:

Microphones - Wireless label # _____ Hand Held # _____
Mic Stands # _____ Audio Monitors # _____
☐MP3 Audio hookup ☐Flash Drive

Video: Projector/Screens (Please explain) _____

Lighting: ☐General Lighting - House Light and Front of Stage Lights
☐Full Stage Lighting (Please explain) _____

Comments: _____

☐Upper Youth

Instruments: ☐Keyboard Music Stands # _____

Sound:

Microphones - Hand Held # _____
Mic Stands # _____ Audio Monitors # _____
☐MP3 Audio hookup ☐Flash Drive

Video: ☐Projector/Screens ☐Computer (we provide) ☐Computer (you provide, only HDMI capabilities available)

Comments: _____

☐Hope Hall ☐Adult Central

Sound:

Microphones - Hand Held # _____ Mic Stands # _____
☐MP3 Audio hookup ☐DVD

Video: ☐Projector/Screens ☐Computer (you provide, only HDMI capabilities available)

Comments: _____

☐Kid Central

Sound:

Microphones - Hand Held # _____ Mic Stands # _____
☐MP3 Audio Hookup

Video: ☐Projector/Screens ☐Computer (you provide, only HDMI capabilities available) ☐DVD

Comments: _____

For Office Use Only

Sound Technician: _____ Video Technician: _____

Copy Sent: Person Responsible _____ Date _____ David Earley _____ Date _____ Facilities _____ Date _____

GCC Facility Use Policy Guidelines

General

1. A Facility Request Form must be filed with the church office when scheduling your event. The ongoing ministries of Grace shall have first priority. Any date is tentative until this form has been approved.
2. An adult responsible for the group shall be in attendance during the entire event. If your event includes children under 18 you must provide two adults to every ten children.
3. Anyone using the facility may be held responsible for any loss or damage incurred during their occupancy of the facilities.
4. No one is allowed to roam the building. You are only allowed to use the rooms/area requested on your facilities form, even when other rooms are empty.
5. Use of any equipment (TV, DVD player, projectors, marker boards, toys, etc.) must have prior permission for use.
6. No hanging or tacking of any items is allowed without prior permission.
7. A reasonable attempt should be made to leave the facility as it was found. A custodial fee may be assessed based on the condition of the room after the event. (see #3 and #4 below)
8. In the event of a cancellation please notify the church office as soon as possible.
9. If you have any questions regarding this policy, please contact Director of Adult Ministries, 636-970-1311.

Events Involving Drink or Food

1. There will be no alcoholic beverages, vaping or smoking in the church.
2. Any special music entertainment must have prior approval.
3. The church dishes and kitchen equipment are available for church functions. If you use these items, you will be required to clean up after your event. This includes washing and drying all dishes, pitchers, trays, platters, etc. and returning them to their proper places. If the coffee pots are used they must be emptied, rinsed, and returned to their proper place. This includes the coffee makers in Perk Place, the large coffee pots, and the small pump pots. Used coffee filters, coffee and grounds must be emptied from all pots and coffeemakers. Sugar, creamer, plates, napkins, plastic ware, etc. must also be returned to their proper places not left in baskets.
4. Please empty all trash. Large bags are available in the kitchen. Bags may be left in the kitchen. If your event had food items leftover or you have items that do not fit into a trash bag (such as pizza boxes), please take them to the large dumpster located in the rear parking lot.

Fee Schedule for Space/Equipment Needs

(Fees are for non-church activities and should be paid one week prior to your event)

<input type="checkbox"/> Worship Center (includes Stage/Sound Tech/Standard Lighting)	\$250
<input type="checkbox"/> Video Technician (Worship Center)	\$ 75
<input type="checkbox"/> Special Lighting Tech (Worship Center)	\$ 75
<input type="checkbox"/> Upper Youth (includes Sound/Video Tech)	\$ 75
<input type="checkbox"/> Hope Hall	\$150
<input type="checkbox"/> Adult Central	\$ 75
<input type="checkbox"/> Kid Central	\$ 75

GCC Facility Use Policy

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the benefit of this church ministry and always to God's glory. Our facilities are sometimes made available to non-members or groups according to the agreement below.

I affirm that:

1. To the best of my knowledge the purpose for which I am requesting use of the church facilities will not contradict the church's Statement of Faith or the Doctrinal Guidelines for Leaders and Teachers, and I commit to promptly disclose any potential conflict to the church staff.
2. I understand that GCC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the ministry staff approval, which is conditioned in part on my agreement to the requirements in the GCC Facility Use Policy, which I have read, understand and agree to.
3. I have read and understand the requirements and fees in the Facilities Request Form. I also understand that all fees are to be paid to GCC fourteen days prior to my event.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew chapter 18 and 1 Corinthians chapter 6. Accordingly, users of the facility agree to arbitration/mediation of any dispute before a panel of three outside pastors selected by the church. By entering into this Agreement, the parties each expressly waive the right to trial by jury and waive the right to have this matter tried in a court of law, except as may be necessary to enforce such arbitration/mediation decision.

Signature: _____

Printed Signature: _____

Date: _____

Jason Krute
Pastor

David Earley
Worship

Chris Lentz
Adult

Daniel Maasen
Outreach

Anthony Ochoa
Youth

Carrie Fisher
Children