



Grace Church Building Use Form

Name of Person/Group Booking Event _____

Address _____

Name of Contact Person _____ Phone _____

Email _____

Type of Function _____

If wedding, who will be officiating? _____ (The officiating Minister must be pre-approved by church leadership.)

Which facility is being reserved? (circle one) Kendall St or Plank Rd

Which rooms are being reserved? (circle all that apply)

Sanctuary Multi-purpose room Coffee Café Large Classroom Other _____

Dates Required _____ to _____

Time of Event _____ Set-up Starts _____ Tear Down Ends _____

Which services will be required (check all that apply)

___ A/V Tech ___ Musicians (pianist, guitarist, drummer)

___ Custodian ___ Video Tech

Grace Church believes that the facilities should be made available for community purposes and are pleased we could be a part of assisting you and your organization with your event. This is free of charge to all members and regular attenders. The completed form must be received at least two weeks before the event. If the dates you are requesting are not available, you will be given a full refund of your deposit. Grace Church reserves the right to deny reservation requests that promote beliefs contrary to our ministry.

Fees:

If you are a member or regular attender of Grace Church, a fee will not be charged. However, we encouraged you to give a monetary gift to those who serve during your event (Pastor, Janitor, A/V Tech, Musicians, etc.)

Non-Members and Organizations, if your event requires the need for a Custodian, A/V Tech, etc. the following are the fees for these services:

\$100—Custodian \$100—A/V Tech \$200—Wedding

Guidelines:

1. Please take reasonable steps to ensure orderly behavior and that proper chaperonage is adhered to. If something is damaged or broken (not from normal wear & tear), please replace it or make arrangements to have it replaced.
2. Children/teenagers are not to be in the facility without adult supervision.
3. Use of alcoholic beverages, and controlled substances is prohibited on Grace Church property at any time.
4. Grace Church is not responsible for accidents, injuries, or theft of personal property incurred by those parties authorized to use the facilities.
5. All Grace Church's equipment used must be returned to its original condition and location. Kitchen utensils and appliances used need to be left clean and no food should be left behind.
6. Rooms/Grounds used need to be left clean, tables wiped down as needed, trash picked up, etc. This is God's property so please help us take care of it.
7. Misuse, abuse of property or inappropriate behavior will result in Grace Church asking you to find another place to meet.
8. If your organization/group has insurance, please have your insurance company send Grace Church a certificate of insurance.
9. Once complete, please mail to 30623 Plank Rd, Burlington, WI 53105 Attn: Susan Riddle or email sriddle@gracechurchwi.org.