



Building Usage Request

Building is available only upon approval of the Grace Property team

1. Contact Information

Contact Person/Group Name: _____

Email: _____ Phone: _____

Date of Request: _____ Date(s) of Use: _____

Time Requested From: _____ to _____ (includes set up and clean up)

2. Fees

Item		Grace Member (active and in good-standing)	Non-Member
<input type="checkbox"/>	Building Rental Fee	\$0.00	\$100.00
<input type="checkbox"/>	Over 50 people, or Fri/Sat usage	\$30.00	\$50.00
<input type="checkbox"/>	Use of Sound (subject to Grace Tech avail)	_____ @ \$25.00/hr	_____ @ \$25.00/hr
<input type="checkbox"/>	Use of Projection (subject to Grace Tech avail)	_____ @ \$25.00/hr	_____ @ \$25.00/hr
<input type="checkbox"/>	Video or Livestream (subject to Grace Tech avail)	_____ @ \$50.00/hr	_____ @ \$50.00/hr
<input type="checkbox"/>	Set-Up Team – advised for all weddings, funerals, graduations, and large events	\$75.00	\$75.00
TOTAL			

To secure your event date, a Security Deposit of \$50.00 must be paid at the time of reservation. The remainder is due no later than 5 days prior to the event. The security deposit will be paid with a separate check that will be returned uncashed after inspection and approval of the Property Team.

3. Terms and Conditions

- All events using the building on Saturday need to be cleaned up and out of the building by 6:00p at the latest.
- When the event is over the building must be returned to its original setup and the Cleaning Checklist completed
- A member of the Property Team will be assigned to you as a point of contact.
- Use of sound booth is not permitted, unless approved in advance by the Property Team
- The stage area is available only upon pre-approval. Audio equipment, computers, video cameras, or the stage sound equipment and microphones may NOT be used or rearranged in any way by anyone other than Grace staff/technicians.
- Wedding reservations will only be accepted from the bride, groom, or parent.
- No tobacco or alcohol products are allowed on the church property. No dances allowed.
- Tables and chairs may not be removed from the building.

If you have any questions, please feel free to contact the Property Team at property@gracepella.org.

I accept the Terms and Conditions, including the Fees above:

Signature: _____ Date: _____

Approved By: _____ Date: _____

Revised 2/9/2022

Date	
Check #	
Amount	



Building Usage Cleaning Checklist

1. Kitchen

- Wash & Put Away All Dishes
 - Trays should be wiped off (rather than be submerged in dishwater or put in dishwasher) & stacked in alternating pattern to ensure they are completely dry.
- Put away any other kitchen items that are used
- Wipe off counters, stove & microwave (cleaning supplies in janitor's closet)
- Put dirty towels in the hamper provided
- Sweep & mop the floor (mop & bucket located in janitor's closet)
- Bring the trash out to the dumpster & put new bag in the can
- If recycling is full, please take out to recycling tote in the rear of the building
- Any food that is put in the refrigerator must be labeled with the date & the name of the person/group keeping it.
 - Food may be thrown away if it is more than 2 weeks old.
 - *Due to the church's septic system, please throw food waste in the dumpster. Do NOT use the garbage disposal.*

2. Worship Center

- Wipe off tables with damp soapy dish cloth
- Hand vacuum food from chairs (extension cord/vacuum in janitor's closet)
- If there are spills on any of the chairs, please clean chair(s) with damp soapy dish cloth
- Vacuum the floor (vacuum located in janitor's closet)
- Pick up and return any tables and chairs that were used

3. Bathrooms (Men, Women, Family, Nursery)

- Towels cleaned up
- Toilets clean
- Stalls unlocked
- Sinks clean

4. Nursery (if used)

- Pick up the toys
- Vacuum Floor
- Empty Trash

Date	
Approved by	
Security Deposit	