

Grace Missionary Church | Facility Usage Form

Date of Use: _____

Date Submitted: _____

Time of Use: _____

Group Name: _____

Purpose for Use: _____

Main Contact Person: _____

Phone Number: _____

Address: _____

Areas Being Used:

Items Needed:

- ☐ Sanctuary
- ☐ Fellowship Hall
- ☐ Kitchen
- ☐ Classrooms

- ☐ Tables # _____
- ☐ Chairs # _____
- ☐ Sound System *(The Church will provide their own Sound Tech)*
- ☐ Other: _____

Will you need the church to setup tables and chairs? ☐ Yes ☐ No

Group Usage Agreement:

- The Group agrees to abide by all the stated policies for the use of the church building and grounds.
- The Group agrees to hold harmless Grace Missionary Church from any and all liability that may result from any person using the building and grounds, its entrances and exits, and surrounding areas.
- The Group is responsible for loss of or damage to church property and equipment. Should any damage occur, the Group will be expected to pay for repairs of said damages.

I have read and accept the usage agreement and policies: _____

**Please return the completed form, with the rental fee, to the Church Office for approval.
If any details change, please notify the Church Office as soon as possible.**

(For Office Use Only)

☐ Approved ☐ Denied: _____

Church Leader Signature: _____ Date: _____

Event Contact Person: _____

- ☐ Original to Applicant
- ☐ Copy to Church Office
- ☐ Copy to Building & Grounds



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Grace Missionary Church | Facility Usage Policy

All groups using the facilities of Grace Missionary Church are expected to uphold the beliefs and policies of the Church, as stated in their Bylaws and Policy Manual, as well as the policies and constitution of the East Central Region and the Missionary Church Inc. The Leadership Team of Grace Missionary Church reserves the right to refuse rental to any group who stands in conflict with the beliefs and policies of the Church or Denomination.

The term “group” refers to any person, ministry, or organization using the facilities of Grace Missionary Church.

GRACE FAMILY EVENTS:

- Those who regularly attend Grace Missionary may use the facility for events such as weddings, meals, or parties. A Facility Usage Form must be submitted to the office and approved before the event can occur. A donation of any amount to use the facility is appreciated but is not required to use the facility.

OUTSIDE GROUP EVENTS:

- Groups may use the facility for events such as weddings, meals, or parties. A Facility Usage Form must be submitted and approved before the event can occur. Along with the form, a facility usage fee is due to secure any reservation; either full payment or half of payment is acceptable. Make checks payable to *Grace Missionary Church*. If event is canceled, a week’s notice must be given for a refund to be issued.

Facility Usage Fee:

- | | |
|---|-------|
| ○ Sanctuary & Fellowship Hall <i>(includes Kitchen)</i> | \$300 |
| ○ Sanctuary or Fellowship Hall | \$150 |

ALL GROUPS USING THE FACILITIES:

- Your Event Contact person will unlock the doors at the time agreed upon. Please do not leave doors propped open, unless unloading and loading items for your event. This person will also set the desired temperature in the areas being used. Please do not regulate thermostats without prior permission. They will also go over the following information with you and show you where necessary items are located.
- Absolutely no alcohol or recreational drugs are allowed anywhere on the church property. Smoking is only allowed at the designated place; all types of smoking are prohibited inside the building.
- Please beware that the area behind the Fellowship Hall is the Pastor’s residence. Groups are asked not to use this area unless the Pastor has given you prior permission. Thank you for understanding.
- When the event is finished, please tidy up any bathrooms used, vacuum any areas used, take out all trash and put it in the dumpster behind the church (Jay St. side). If extra chairs and tables were used, please put them away as shown.
- Wash, dry and put away all dishes and utensils that were used. Shelves and drawers are labeled. Wipe down ovens, counter tops, microwave, and the sink when finished. Please put used towels and rags in the laundry basket in the kitchen – do not take them home to wash unless authorized to do so.
- Any leftover food should be taken back home with you, unless prior permission is given by your Event Contact or a church leader. If food is being left, please clearly label and date the food.
- When your event is scheduled to be finished, the Event Contact will be there to lock the doors and turn off lights. If you are finishing the event earlier than scheduled, please inform your Event Contact.