

Guidelines for Grace Church Use of Facilities

We respectfully request that anyone using our facilities will closely adhere to these guidelines.

1. When requesting a room or rooms, please confine your use to those rooms. Children and youth are NOT PERMITTED in any rooms other than those requested and must be attended by adults.
2. The person making a request to use the church facilities must be present and responsible during the entire event, through cleanup.
3. When using the kitchen and/or Fellowship Hall on the second floor, or the Parlor and Kitchenette on the first floor, or the Growth Center kitchen, all trash bags should be tied and ready for removal by the custodians.
4. All tables must be cleaned with the appropriate disinfectant spray that will be provided by our Food Service Director or custodian.
5. **NO GLITTER OR CONFETTI** of any kind may be used in any room or hall. It requires too much additional cleanup effort. **NO EXCEPTIONS.**
6. All Saturday and Sunday afternoon showers and parties should be planned so that guests are gone from the facility by 3:30 PM in order to prepare the room(s) for the next day.
7. Because of the after-hours time involved with cleaning up after events, a custodial fee of \$60.00 shall be assessed for all non-church activities. (If it is necessary for a custodian to be on site the entire time during an event, he will be paid an hourly rate of \$25.00)
8. Children attending the events MUST remain in the reserved rooms and with a responsible adult.
9. The initial deposit will be refunded to you when it is determined that the room(s) is/are left in satisfactory order.
10. If special tables are to be set up, or if tables are to be in a different configuration than usual, please make your wishes known to the custodian on duty well in advance of your event. Only reasonable changes will be made to the configuration.
11. When using the kitchen:
 - All trash bags must be tied and ready for removal by the custodian on duty.
 - The floor should be broom-swept.
 - Counters must be wiped with disinfectant spray which we will provide.
 - All items must be washed and put away.
 - Nothing shall be left on the counters or sink.
 - No food or drink shall be left in the refrigerator or freezer. Take it with you!
12. In the event of an accident, injury, or breakage, please notify a church staff member immediately if possible. Otherwise, report such events to the food service director or church office staff at the earliest possible time.
13. You must leave all facilities in the condition it was found or be subject to additional charges and forfeiture of the initial security deposit.
14. You must supply ALL your own consumable supplies, including coffee, creamers, sweeteners, paper products, etc. The church shall supply the filters for the Bunn Coffee Maker.