

Grace – West Campus
4267 S. Two Mile Rd.
Bay City, MI 48706



Grace – East Campus
510 Fremont Ave.
Bay City, MI 48708

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GUIDELINES FOR THE USE OF CHURCH EQUIPMENT

TABLES AND CHAIRS

Usage Rules:

- Tables and folding chairs may be reserved free of charge for events off church grounds by members only.
- A deposit of \$40 is required, refundable upon return of equipment in good condition.
- The current replacement values are \$100 for round tables, \$115 for rectangular tables, and \$15 for chairs.

2017 Usage Fees

Equipment	Deposit
Tables and/or Chairs	\$40.00

RESERVATION FORM 2017

West Campus or East Campus

Reservation Date: _____

Equipment Pick-Up Date: _____ Equipment Return Date: _____

Number of Tables _____ round rectangular

Number of Folding Chairs _____

Person Responsible for Rental

Contact Person (Print Name): _____

Address: _____

Phone Number: _____

E-Mail: _____

I acknowledge that I have been given the policy/guidelines for the use of Grace Church equipment.

Contact Person's Signature Required: _____
Signature

TOTAL DEPOSIT _____

Date Deposit Check Received _____

Usage has been approved by: _____

Date equipment returned: _____

Date deposit returned: _____