

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



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

Web: [www.baycitygracechurch.org](http://www.baycitygracechurch.org)  
Email: [office@baycitygracechurch.org](mailto:office@baycitygracechurch.org)  
Phone: (989) 684-1101

## **RENTAL GUIDELINES FOR THE USE AND/OR RENTAL OF CHURCH BUILDINGS, AND GROUNDS**

### **GENERAL USE and/or RENTAL GUIDELINES**

- No alcohol is permitted on the church property.
- Are buildings are smoke-free environments. We ask that all smoking material be extinguished before entering.
- Please check bathrooms and all areas occupied before you leave. The building should be left in the same condition it was in when you arrived.
- Children must be supervised at all times.
- Please report anything found defective or broken to the West Campus Administrative Office.

### **SANTUARY USE and/or RENTAL GUIDELINES**

Please respect this place of worship.

Usage Rules:

- A church representative may need to be present.
- No climbing or standing on sanctuary chairs or communion rails.
- Moving of any furnishings in the sanctuary (i.e. altar, pulpit, or chairs) must be approved by Board of Trustees and/or Pastor.
- Sanctuary will not be used for fundraisers or charged event.

Audio/Visual Equipment:

- A qualified and approved individual may operate church's audio/visual equipment; the Audio/Visual Team or the Pastor must approve an individual.

Piano/Organ:

- A qualified and approved individual may use the church's organ and/or grand piano, they must be approved by Grace UMC Music Staff or Pastor.

### **FELLOWSHIP HALL USE and/or RENTAL GUIDELINES and PROCEDURES**

Usage Rules:

- Tables and Chairs:
  - Setting up and putting away of additional tables and chairs is the responsibility of those using or renting the facility. Please contact Joe McInerney (989-450-5303) to discuss building needs and set up procedures. If needed, the Church Building Manager may be hired for set up and tear down. If you require tables and chairs to be set up in the Fellowship Hall, your set-up plan must be submitted to the West Campus Administrative Office 10 days prior to your event.
  - Additional tables and chairs are located in the double-door closet on the west side of Fellowship Hall at West Campus, and in the closet next to the cellar stairs on the south side of the Fellowship Hall at East Campus.
  - Be sure tables and chairs are returned to original location. A schematic can be found inside the table/chair closet.

- Decorations:
  - Decorating may begin no more than 24 hours before event, excluding Sunday afternoon events, which cannot be decorated until after 1:30 p.m. on Sunday.
  - All decorations must be attached with non-destructive materials and removed the same day as the event. Do not use duct tape, nails, staples, etc.

### **KITCHEN USE and/or RENTAL GUIDELINES and PROCEDURES**

#### Usage Rules:

- Please refer to Kitchen Check-list posted in the kitchen.
- Tableware and Silverware:
  - In cleaning the tableware and silverware, the Health Department directives for dishwashing by hand must be followed. See posted notice in the kitchen.
  - The Church Representative will turn up the water heater at West Campus if dishwashing will take place. No dishwasher is available at East Campus.
- Refrigerators
  - At East Campus, the standard kitchen refrigerator is always on. A 24 hour request is needed if large commercial refrigerator is required.
  - All refrigerators must be emptied of your items after event.
- The freezer at West Campus is not available for use.

### **CLASSROOM GUIDELINES and PROCEDURES**

#### Usage Rules:

- Be sure tables and chairs are returned to original positions.

#### **2018 Rental Fees**

<b>Rental Space</b>	<b>Non Member Rental Fee</b>	<b>Deposit</b>
Sanctuary	\$100.00	\$50.00
Classroom	\$25.00	\$40.00
Fellowship Hall	\$100.00	\$50.00
Fellowship Hall & Kitchen	\$150.00	\$100.00
Whole Building	\$250.00	\$150.00
<b>Other Fees</b>		
*Custodial Fee	\$80.00	
*Church Representative	\$25.00	
*Audio/Visual Team Member	\$20.00 per hour	

\*Members and Non-members are required to pay for these services.

Members pay no fee for rental of the building, but there is still need for a deposit to insure your place on the calendar. The deposit will be returned if there are no damages or clean-up required.

A building key may be signed out at the West Campus Administrative Office within three days prior to your event.

Your rooms and date are not reserved until your deposit is received.

Your deposit will not be refunded until your building key is returned.



The family of Grace United Methodist Church welcomes you. We ask that you respect the sacredness of this property. We hope that your experience will be positive and that you will join us again.

**RESERVATION FORM 2018**

West Campus or  East Campus

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Recurring event

Time Church will be used: Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of People Expected \_\_\_\_\_

**Person Responsible for Rental**

Contact Person (Print Name): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Contact Person's Signature Required: \_\_\_\_\_

Signature

**Area(s) to be used**

	✓	RENTAL FEE	DEPOSIT
Sanctuary			
Kitchen			
Classroom			
Fellowship Hall			
Fellowship Hall and Kitchen			
Whole Building			
Custodial Fee			
Church Representative			
Audio/Visual Team Member			
Set Up and Tear Down Fee			
<b>TOTAL RENTAL AND DEPOSIT</b>			

Date Rental Check Received \_\_\_\_\_

Date Deposit Check Received \_\_\_\_\_

Event has been approved by: \_\_\_\_\_

Church representative assigned to this event: \_\_\_\_\_

Date church representative approved deposit return: \_\_\_\_\_

Date key returned \_\_\_\_\_

Date deposit returned: \_\_\_\_\_