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

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

LOVE GOD, SERVE ALL, CHANGE LIVES

Web: www.baycitygracechurch.org
Email: office@baycitygracechurch.org
Phone: (989) 684-1101

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.

Usage Fees

Equipment	Deposit
Tables and/or Chairs	$40.00

RESERVATION FORM

☐ **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: _____

Revised 7/24/2020