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
Email: 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.
- Our 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.

SANCTUARY 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:
  - If you require set up for your event, please include a schematic and the church office will work with our Facility Manager to ensure that your room is set up. Your schematic 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.
- 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 Checklist 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.

Rental Fees

Rental Space	Non-Member Rental Fee	Deposit
Property		
Sanctuary	$100.00	$50.00
Classroom	$25.00	$40.00
Fellowship Hall	$100.00	$50.00
Fellowship Hall & Kitchen	$150.00	$100.00
Pavilion	$100.00	$50.00
Whole Building	$250.00	$150.00
Personnel		
*Custodial Fee	$80.00	
*Church Representative	$25.00	
*Audio/Visual Team Member	$20.00 per hour	

*Members are not required to pay for these services ***unless*** the services are for a wedding or memorial/funeral service, but an honorarium is suggested.

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. See page 5 for cleaning guidelines.

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 this form is filled out and returned to the church office.

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

CLEANING GUIDELINES FOR CHURCH MEMBERS USING THE BUILDING

Cleaning supplies can be found in the kitchen and the mechanical room. If you have questions or additional needs, please contact the church office prior to your event.

Before leaving the building, please make sure to complete the following:

- □ Vacuum or sweep floors in any rooms that were used.
- □ Wipe down any used tables in the fellowship hall and sweep thoroughly under tables and chairs.
- □ Remove all food from kitchen and fellowship hall.
- □ Take all trash to the dumpster from the fellowship hall, kitchen, and any other rooms that were used. Replace the trash bags.
- □ Spot mop any spills or areas where wet or sticky food has fallen.
- □ Make sure there are no decorations, streamers, glitter, or confetti left behind.
- □ If you adjust the thermostat, make sure to press “cancel” or “schedule” before leaving the room to return the thermostat to its regular schedule.
- □ Check bathrooms to make sure they are left in a reasonable condition.
- □ Make sure the office hallway entrance door and all three main entrance doors are locked and secured on your way out.

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

☐ **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			
Pavilion			
Whole Building	_____	_____	_____
Custodial Fee			
Church Representative			
Audio/Visual Team Member			
Set Up and Tear Down Fee			
TOTAL RENTAL AND DEPOSIT			
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: _____