Building Use Policy and Application
For Members of GLBC Only

Date Submitted: __________________________ Group: __________________________
Requesting member: ______________________ Home Phone: _____________________
Email Address: ______________________________ Cell Phone: _____________________

We request the Board of Grace Life Bible Church to approve the use of the church building for the purpose of ____________________________ (event).

Set-up date: ____________ / time: from _________ to ____________
Rehearsal date: ____________ / time: from _________ to ____________
Event date: ____________ / time: from _________ to ____________

Areas to be used:
( ) Sanctuary; ( ) Youth Area; ( ) Fellowship Area; ( ) Kitchen; ( ) Outdoor Facilities
Other ____________________________

We will require the use of the auditorium sound system? ( ) Yes ( ) No

We will obey the following listed requirements:

1. The applicant will handle the arrangement, rearrangement and/or storage of all church furniture, equipment, and decorations used during the event.
2. The applicant will not hold Grace Life Bible Church responsible for any equipment/and or personal property which is lost, stolen or damaged during the event.
3. The applicant will furnish all food and utensils required.
4. The applicant will be responsible to fully clean area(s) of the church used.

The church building is available for use by church members who are in agreement with the Constitution and Statement of Faith of Grace Life Bible Church.

Optional Support Fees
- Technical support for the sound system: $75.00 for up to three (3) hours and $20.00 for each additional hour
  ___ Sound
  ___ Projection (all media is required two weeks prior to the event to ensure compatibility)
  ___ Lights
- Snow plowing: $100.00

No smoking in the church building...there is an ash tray outside the west door.
No red beverages allowed in the building - this is to protect our carpets.
Cleaning which must be done after the event:

1. Vacuum all areas that were used
2. Put chairs, tables, etc. back where they were originally
3. Empty all wastebaskets
4. If the kitchen was used, clean:
   - Countertops
   - Stove (if used)
   - Sinks
   - Floor – clean up any spills and crumbs
   - Empty all waste baskets
   - Clean and put away any church dishes and/or utensils used.
5. Clean all bathrooms that were used:
   - Make sure the toilets are flushed
   - Clean toilets
   - Clean sinks and counter tops
   - Empty waste baskets
   - Clean floor if needed
6. Nursery area (if used)
   - Vacuum
   - Empty trash
   - Empty diaper pails
   - Clean bathroom
7. **All trash must be removed from the premises**

If the church is required and/or requested to do any cleaning following the event, there will be a $20.00 per hour fee.

Comments and/or special conditions:

Member Signature: ___________________________ Date: ___________________________

**Building use Policy**

1. The requested use must be consistent with the Constitution and Statement of Faith of Grace Life Bible Church
2. The building must be left in a clean and orderly condition, secure, and ready for its next use

**Procedure to Reserve the Facilities**

1. Complete and submit this application to the board
2. All other fees must be paid in full at the church office one (1) week prior to the scheduled event. (Cash or check made payable to Grace Life Bible Church).
3. The operations team will resolve any scheduling conflicts or deal with any special requests.

**Priorities of Usage**

1. Church events
2. Requests by members

**Below for Office Use Only**

Church calendar checked: ___________________________ Maintenance Review: ___________________________
Board approval: ___________________________ Date: ___________________________
Assigned sound system operator (if required) ___________________________
Assigned church representative (if required) ___________________________

Revised 7/2016