



3020 Lake Michigan Drive NW
Grand Rapids MI 49504
616-308-8892

Mailing address: PO Box 140119, Grand Rapids MI 49514-0119

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) _____