

GRACE FACILITY USE REQUEST FORM
Grace Evangelical Lutheran Church
426 Oakland Ave
Rock Hill, SC 29730 Phone (803) 324-5295
ParishAdmin@gracerockhill.com

ORGANIZATION: _____

REPRESENTATIVE IN CHARGE: _____

PHONE: (DAY) _____ (EVENING) _____

EMAIL: _____ (other email): _____

DATE OF EVENT: _____ TIME: From _____ To _____

CONTINUOUS PROGRAM:

DATE TO BEGIN _____ DATE TO END _____

FACILLY NEEDED:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Classrooms: Room Number _____ |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other _____ |

ANTICIPATED ATTENDENCE: _____

EQUIPMENT NEEDED:

- Microphone (1 available)

Facilities described above will be the only areas of the church used by your group. Grace Church will provide a clean, comfortable area for your event, including heat or air conditioning as required.

KEY CODE POLICY:

Upon approval of application, the Parish Administrator will issue a four-digit key code for the group's use. If a key is needed to access the kitchen, please contact the church office. The key must be returned to the church office on the first working day following your event.

FEES:

For one-time use, there is a \$75 fee to reserve the Fellowship Hall. For consistent use over the span of 6-12 months, this fee is waived. If use of the kitchen is required, there is an additional fee of \$50. The Kitchen fee does not apply to Grace sponsored groups.

SET UP & CLEAN UP:

Set up of room will be the responsibility of the Group or Party requesting the space. Facilities used by your group will be left in good order. Tables and chairs will be returned to original arrangement, or storage area. The rooms and floors will be left clean, and all trash removed to outside containers.

CLOSING:

Upon the completion of the event, all doors that were used must be locked and all lights turned on must be turned off.

NURSERY:

If the nursery is used, a responsible adult 18 years or older is required to supervise the children.

PRIORITY:

Church activities have priority over outside events. The church staff will make every effort to arrange alternative space on the premises. However, if cancellation is necessary, the staff will notify your representative as soon as possible. If you group must cancel this event, please contact the church staff as soon as possible.

To be consistent with our Green Initiative, we reserve the right to move your requested room space to a smaller location based on the number of people attending.

INSURANCE:

The church endeavors to maintain a reasonably safe facility and will warn your group of any potential or unusual hazards that may temporarily develop. Nevertheless, the church is not an insurer of the safety of your group or any of its invitees.

The church has liability insurance but use of a portion of the Church's facilities does not make your group an agent of the church, nor grant you liability coverage under the church's insurance.

By signing, I understand and agree to the above conditions of this agreement.

Organization representative _____

Grace Church Staff _____

Date _____

Grace Lutheran Church
2019 Fellowship Hall
Usage Policy and Guidelines

In an effort to maintain the cleanliness and overall appearance of our facilities, the following guidelines should be followed for all Parties or Groups utilizing the Fellowship Hall for activities and events.

1. Room Set Up

a. The Hall may be organized in a manner that will facilitate the needs for the function being held (reception, dinner dance, etc.) with the following exceptions:

i. The tables along the interior wall of the Fellowship Hall are for the Information Center and are to remain in place at all times and should not be removed without notice and permission from the Church Office.

2. The initial table and chair configuration shall be reset at the end of the event by the Group utilizing the Facility (see attached layout diagram). Additional tables may be used and are located in the storage closet.

3. Decorations

a. Decorations may be used in the Hall under the following conditions

i. No Tacks, staples, or nails may be used in any drywall/painted walls. Stick pins or push pins may be used in the insulated sound panels to hang signs or decorations.

ii. No tape other than BLUE painter's tape may be used on any wall or floor and must be removed immediately after the event by the Group utilizing the facility.

4. Restrooms

a. The restrooms located in the hallway adjacent to the Nursery should be utilized as the primary restroom facility. Additional restrooms are located in the classroom area in the basement directly under the Fellowship Hall.

5. Adult Supervision/Chaperones

a. Each Group is responsible for the conduct and behavior of the attendees at each event. Children under the age of 12 should be chaperoned at all times. Any Child under the age of 12 should be escorted by an adult when not in the Fellowship Hall.

b. Areas other than the Fellowship Hall and restrooms shall be considered off limits unless the specific event requires access to such areas (Sanctuary, classrooms, etc.).

6. Clean Up

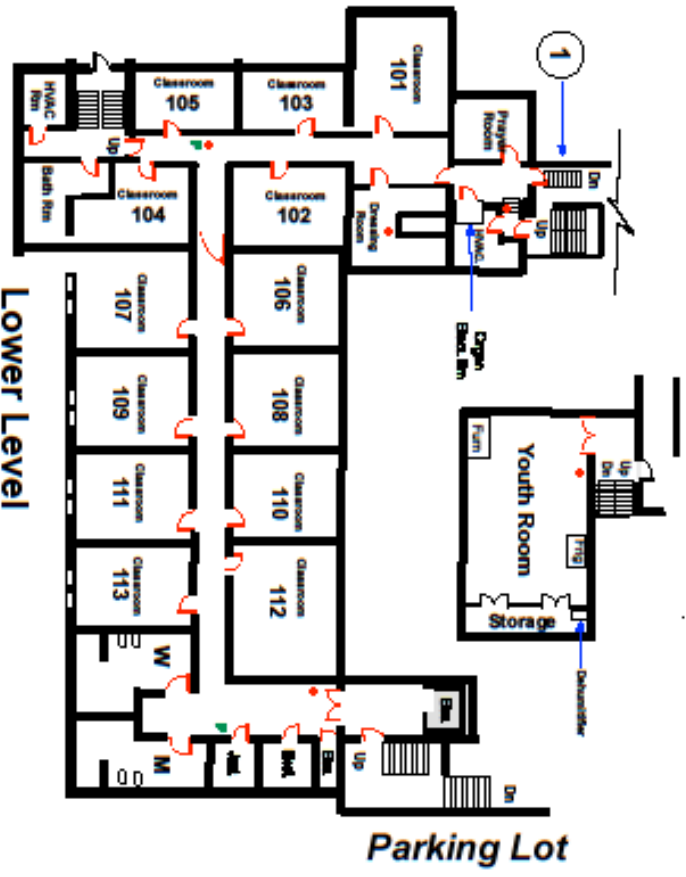
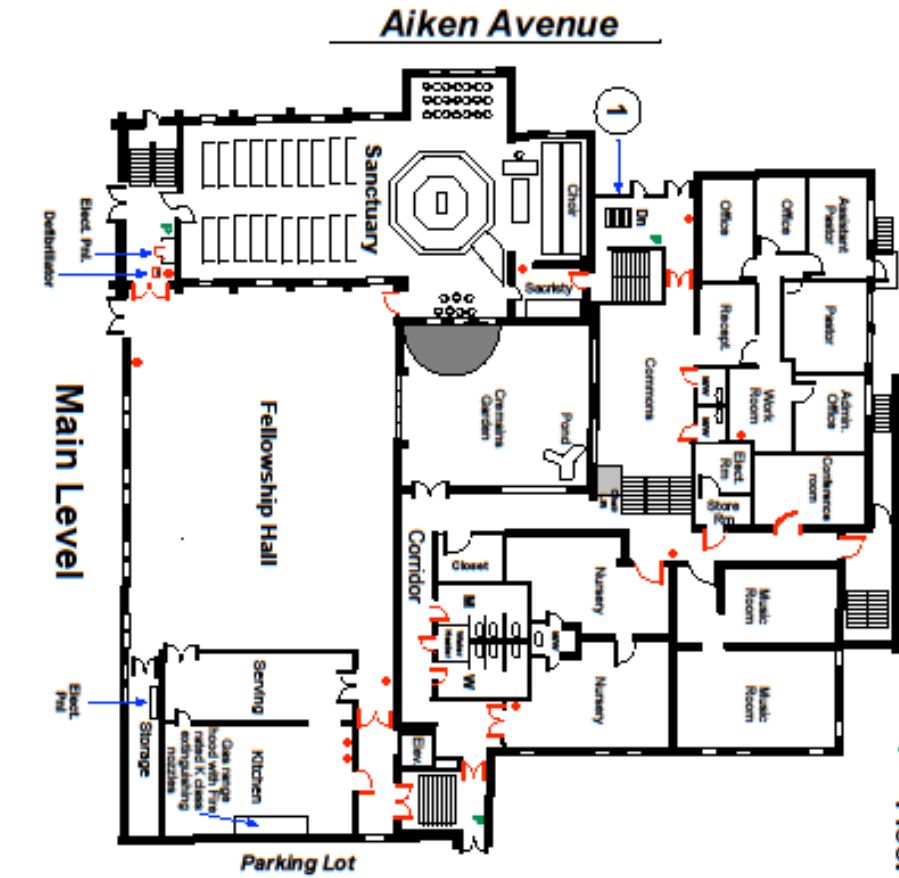
a. Each Group is responsible for replacing the tables and chairs in their standard arrangement at the end of the event, unless otherwise arranged through the Church Office prior to the event date. Failure to do so may result in an additional charge to cover the cost of having this done by the Custodial Staff.

b. The Custodial Staff will take care of the general cleaning and floor maintenance which is included in the cleaning fee for the use of the Fellowship Hall.

c. Trash cans should be emptied, and trash taken to the dumpster provided at the rear of the parking lot.

Grace Lutheran Church

- - You Are Here
- - Fire Extinguisher
- - Fire Doors
- E or D - Floor Plan Placard
- P - Floor Plan Placard



2019 GUIDELINES FOR USE OF THE KITCHEN FACILITIES
GRACE LUTHERAN CHURCH - ROCK HILL, SOUTH CAROLINA

PURPOSE: TO ENSURE THAT OUR KITCHEN FACILITIES ARE ORGANIZED AND MAINTAINED, TO PRESERVE AND MAINTAIN OUR EQUIPMENT, AND TO PROVIDE MONTHLY MAINTENANCE OF SUPPLIES AND UPKEEP.

- Anyone using the church kitchen facilities must sign up on the church calendar kept by the Parish Administrator. (Anyone includes ANY group or individual - members, non-members, caterers, or outside groups, whether providing a meal or just snacks.)
- The Parish Administrator will notify the "Keepers of the Kitchen" chairperson monthly of those groups or individuals using the kitchen facilities. Notification will include the date and time of use, name of the person responsible for the group, or name of the individual using the kitchen, and contact information to include a phone number and/or e-mail address.
- The chairperson will send responsible party information to the Kitchen Keeper(s) monitoring the kitchen for that particular month. The Kitchen Keeper will contact the responsible party, sending a copy of the kitchen guidelines preferably by e-mail. A follow-up call will be made after the kitchen is used.

KITCHEN USE

1. One person from a group will be responsible for the group or individual using the kitchen from signing up to locking the doors.
2. The kitchen must be left cleaner than found.
3. Outside groups should not use paper products or food items from the church.
4. All used dishes, pots and pans, silverware and utensils, trays, etc., must be cleaned, preferably in the dishwasher, and PUT AWAY before leaving.
5. Instructions for the use and cleaning of all appliances must be strictly followed. Those instructions will be located near each appliance and should be reviewed before using.
6. NO FOOD IS TO BE LEFT IN THE REFRIGERATOR OR THE KITCHEN. (If, for some reason, juice or condiments, etc. are left to be used by another group, they must be labeled with the date opened and the name of the group that will be using them. Labeled items should be left only if the other group has been notified. The Kitchen Keeper must be notified of any food left in the kitchen for another group.) Any food put in the refrigerator for a specific event must be labeled.
7. All trashcans must be emptied, and garbage taken outside to the dumpster on the lower end of the parking area.
8. Recyclable materials should be placed in the blue RECYCLE BIN located by the door nearest the dishwasher.
9. Any items removed from the kitchen should be signed out through the church office.
10. The kitchen should be mopped before leaving. Those groups or individuals who pay to use our facilities will have the kitchen mopped and garbage taken care of by the paid cleaning service. (The Parish Administrator notifies the cleaning service on those occasions.)

11. Doors should be locked and lights turned off before leaving.
12. A final checklist will be placed in the kitchen for the responsible person to refer to when leaving to ensure all guidelines have been followed.

BI-YEARLY CLEANINGS

The Kitchen Keepers will co-ordinate bi-yearly with the Property Committee to sponsor a kitchen clean-up day.

MASTER LAYOUT

After each event, the event coordinator is responsible for placing tables and chairs back where they were found. (See image at right for Master Layout)

