

# GRACE BAPTIST CHURCH OF SUNSET BEACH

## RULES AND GUIDELINES FOR USE OF MEETING HALL

1. No smoking on church property.
2. No consumption of alcoholic beverages on church property.
3. Food preparation is not permitted in the kitchen. However, you may reheat items as necessary.
4. Chafing dishes are available by request. Please ask in advance and plan to bring your own fuel gel cans.
5. All activities are restricted to the fellowship hall, kitchen, basketball court, gaga ball pit, hallways and restrooms. No one may enter the church sanctuary.
6. After the event, all furniture must be returned to its original configuration. We recommend taking photos before moving furniture to ensure it is returned to its original configuration.
7. No church furnishings, signs or decorations shall be permanently removed from the walls of the church.
8. Nothing shall be attached to the walls, ceilings or floors of the church that cannot be removed cleanly at the end of the event.
9. All outside decorations must be removed at the end of the event, either to be thrown away or taken home.
10. All spaces used for the event must be cleaned after use. This includes vacuuming, wiping counters & appliances, washing dishes, etc.
11. In the event of incidental damage or spills, the group renting the facility is responsible for repairing, replacing, or cleaning the items in question.
12. Trash should be taken out and placed in the plastic bin on the side of the building. New trash bags are available in the supply room.
13. Two or more adults must be present at all times during children's events. By signing this agreement, you are responsible for the people (young and not so young) who attend your event. Please make sure they remain safe at all times.

**In the event of inclement weather, Grace Baptist Church shall not be responsible for the cleaning and/or deicing of church sidewalks or the parking lot. The person (s) using the church property are responsible for ensuring that sidewalks and the parking lot are safe for use.**

\_\_\_\_\_ is responsible for ensuring the above rules and guidelines are followed.

**Fees:**

Active members of Grace Baptist Church Sunset Beach are asked to give a donation to the church.

For all others:

|                              |                              |
|------------------------------|------------------------------|
| _____ Hall Rental            | \$200 (50% paid in advance)  |
| _____ Cloth Chair Covers     | \$2 per chair                |
| _____ Cloth Tablecloth       | \$10 per table               |
| _____ Microphone and Speaker | \$25                         |
| _____ Chafing Dishes         | \$5 each (fuel not included) |

**Reservations:**

- Contact the church office (267-644-8317 or [gbcset17@gmail.com](mailto:gbcset17@gmail.com)) to inquire about availability.
- Complete this form, indicating quantities as desired.
- Return this form to the church as early as possible.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Point of Contact within Grace Baptist Church \_\_\_\_\_

Date and Time of the Event \_\_\_\_\_