

**REQUEST TO RESERVE THE CHURCH FACILITIES OR  
PUT AN EVENT ON THE CHURCH CALENDAR**  
*Grace Church*

Use of the Building

The following regulations apply to all who would use this building:

- *Keep in mind that this is a house of worship; therefore respect the pulpit, the platform and the communion table.*
- *Instruments are not to be used without permission.*
- *No smoking is allowed inside the building (including the restrooms).*
- *No non-prescription drugs or alcoholic beverages allowed on the premises.*
- *No personal use of church supplies is allowed (i.e. nursery toys, linens, diapers, etc. and paper goods stored in the kitchen/pantry).*
- *There should be responsible adult supervision in charge at all times.*
- *Those who request the use of the building shall be responsible for breakage and other damage, should it occur.*
- *Those who request the use of the building shall assume responsibility for set-up, clean-up and returning furnishings and equipment to their proper places.*

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

Event \_\_\_\_\_

For the church calendar only?  Yes  No  
(This event will not be held at the church.)

Date of Event \_\_\_\_\_

Beginning time: \_\_\_\_\_ End time: \_\_\_\_\_

Set-up time needed: \_\_\_\_\_ Clean-up time needed: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Facilities needed:

Main Sanctuary 203       Fellowship Hall 115       Kitchen 111

Small room(s) – please circle the rooms you want: 301 302 303 304 306 307 308 309  
201 202 113 114 106 107 (see map on back side)

Portable Room(s) - please circle the rooms you want: P1 P2 (see map on back side)

Equipment requests for the sanctuary:

Sound /P.A      Who will be responsible \_\_\_\_\_

Lighting:      Who will be responsible \_\_\_\_\_

Move instruments/piano:      Who will be responsible \_\_\_\_\_

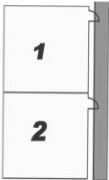
Who is responsible for:      Open/Lock up \_\_\_\_\_

Cleanup \_\_\_\_\_

*Any group desiring to use the church building must complete the above application and submit it to Pastor Blair for approval. After approval, your event will be put on the official calendar to reserve the date.*

**For Office Use Only**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_



# GRACE CHURCH

