

Grace EC Church Facility Use Regulations

When reserving any of the facilities of Grace EC Church the following regulations will apply to the reservation:

1. Dates must be cleared through the church office in order to make sure the desired space is available. **ANY RECURRING EVENT MUST OBTAIN BOARD APPROVAL IN ADVANCE OF FIRST MEETING. The Official Board meets the third Wednesday of the month.**
 2. It is the responsibility of the party reserving the facility to:
 - Set up and take down table and chairs for their event.
 - To clean up and return space to its previous condition.
 - Take all garbage out and place in dumpster.
 - Turn off all lights and make sure windows and doors are all closed.
 - Furnish any decorations, i.e.: table coverings, table service, plates, cups, etc.
 - All non-church events must meet the following time guidelines.
 - **Sunday- Events will be allowed between the hours of 1-5 pm.**
 - **Wednesday- Events must be finished before 6 pm.**
 - **Saturday- Events must be finished before 8 pm.**
 - **All other evening events must be finished before 9 pm.**
 3. The following restrictions apply to ALL events:
 - No alcoholic beverages
 - No dancing
 - Only music with a Christian message
 - No smoking in the building
 - No gambling
 - No drugs
 - No foul language
 - No bird seed or rice
 4. The following items are provided with the facility reservation:
 - Tables
 - Chairs
 - Recreational equipment-**must request**
 - Kitchen items if kitchen is reserved.
 5. Items that can be borrowed and taken of the premises by members/regular attendees include:
 - Brown tables
 - Chairs- dark brown, gray/black only

Before signing out tables and chairs, contact the office to be sure they are available on your date. Return items promptly and in clean, dry condition and replace on racks properly.
- **Failure to respect the policies of Grace EC Church will result in future usage requests being denied.**
- **Grace Church does NOT charge for facility use, but donations will be accepted and are appreciated.**
