

## **Important Information for Groups Meeting at Grace United Methodist Church**

We would like to welcome you to our church and hope that you feel at home when you are at Grace. Part of our vision is to be a partner with groups in our community by freely offering our facility for your use of our facility helps us to fulfill that vision.

- To make a facility use request, you must fill out a facility use request form and turn it into the office. Blank forms are available on our website or in the church office.
- Locking the building is important. Please check all exterior doors to make sure they are locked before you leave. To unlock the doors, hex keys are hanging near each door (or in closets near each door).
- You are welcome to rearrange chairs, tables, etc., but please put them back in the arrangement you found them, unless asked to do otherwise.
- When making reservations please think about whether or not you will need the kitchen, sound system, piano, nursery or other things which may require additional arrangements to be made.
- Whatever room reservations you make are for those rooms only. If additional rooms are needed, please add these on your facility use request form.
- All gym equipment should be signed out and returned. An item of value (collateral) should be left in the recreation office for each ball or piece of equipment checked out until it is returned.
- If using the gym, please make your groups aware of the gym rules, posted in the gym.
- Please do not prop exterior doors open.
- Please turn off all lights before leaving the building if no other groups are presently in the facility.
- Please only use the moveable dividers in the Fellowship Hall if you have been trained to use them. They break easily and get off track.
- Groups who incur damage to the building are required to pay to replace or repair the damage done.
- Please be aware that some facility use requests can take up to 30 days to get approved as many requests require trustee approval.
- A more detailed Facility Use Policy is available upon request. A separate policy also exists for weddings.
- Non-church sponsored functions that involve eating in the gym require a \$200 refundable cleaning deposit. In order to receive a returned deposit, you must 1) clean and put all tables, chairs, and other equipment away, 2) throw away all trash in dumpster, 3) mop entire gym floor with our gym cleaning solution. If this step is required, training will be provided. If you prefer, you can pre-arrange with us to have your entire deposit pay for a cleaning service, 4) thoroughly clean kitchen
- If someone from our church is scheduled to lock and/or unlock the building, you must begin and finish on time.

- A calendar of events and room reservations is available at <http://www.graceumchsv.org/calendar> and a weekly guide is posted on the office door.
- If you have a recurring facility reservation at Grace, we require that your primary point of contact be placed on our community email listserv so that we may communicate with you easily about important details and notices.
- You are expected to bring your own kitchen supplies. An occasional use of one or two plates is acceptable, but for group meals and snacks, please expect to bring your own.
- The primary contact to make facility reservations is Todd Noren-Hentz (430-0003 ext 806, 684-1253 – cell, [toddnorenhentz@graceumchsv.org](mailto:toddnorenhentz@graceumchsv.org)) and the primary contact for facility related and building entry/exit and alarm issues is Ben Allen (430-0003 ext 808, 895-9191 – home, [benallen@graceumchsv.org](mailto:benallen@graceumchsv.org))