



grace
CHURCH
EPISCOPAL

BUILDING USE INFORMATION FOR INDIVIDUALS OR GROUPS BOOKING AN EVENT

In keeping with the principles of our faith, Grace Church gladly rents our facility to groups, parties, events, community groups, and occasionally businesses. We strive to serve the community and also support and maintain our facilities. The Church facilities are not available to any outside group for fund raising, partisan political activity or any activity that violates the 501(c)3 church status.

SPACE AVAILABLE FOR RENTAL

Maximum size of groups and rental fees:

	Group Size	Members	Non-member	Deposit
Gathering Space	Up to 30	\$75 / 4 hrs	\$125/4 hrs	\$50/\$75
	31-55	\$150 / 4 hrs	\$225/4 hrs	\$75/\$125
	55-90	\$200/ 4hrs	\$300/4 hrs	\$100/\$200
Multi-Purpose Room – 1 side	Up to 30	\$75/ 4 hrs	\$125/ 4 hrs	\$50/\$75
Multi-Purpose Room – both sides	Up to 60	\$150/ 4 hrs	\$225/4 hrs	\$75/\$125
Parlor	Up to 30	\$75/ 4 hrs	\$125/ 4 hrs	\$50/\$75
Sanctuary	300	\$500/ 4 hrs	\$900 / 4 hrs	\$350/\$500
Kitchen Complete Use	20	15/hr See additional Fee Schedule	25/hr See additional Fee Schedule	\$100/\$200

- All rental fees are based on a 4-hour use.
- The Gathering Space rental includes 5 tables, 40 chairs and two 8-foot tables.
- Additional tables and chairs may be rented for \$20.00 per tablet with 8 chairs.
- For complete kitchen use, an additional \$50.00 charge will be added for the use of refrigeration and an additional \$50.00 charge for the use of equipment (stove, utensils, etc.)

Any use of the Church or grounds must be reserved in advance and cleared through the church office staff to avoid conflicts. We will make every effort to accommodate reasonable requests and make your event a memorable occasion. Please read the following information carefully and ask any questions prior to signing the building use agreement page.

DAMAGE DEPOSIT

The above deposit shall be received when the event is placed on the Master Calendar. *Additional deposits may be required for special areas of use or for special types of events.* **THERE IS NO EXCEPTION TO THIS POLICY.**

A building use agreement (attached) will be signed when the deposit is received. The damage deposit will be returned following the clean-up (less any cleaning time overage charge) and once no damage has been determined. Deposit checks are not cashed unless there are charges against them. Partial refunds reflecting damages or cleaning overtime charges may be picked up 2 weeks after the event, or will be mailed at the event organizer's request. Charges exceeding the deposit will be due immediately upon billing.

EVENT PREPARATION AND CLEANING SERVICE

The Jr. Warden will see that the heat and air settings are set to accommodate the event. *Be sure to inform the Church office of the times you need to be in the building in preparation so that the Jr. Warden can be advised.*

Please check with the Church Office to work out arrangements for the building to be open for preparations as well as the event. Non-member events will have a staff person or volunteer here during your event (which is built into the rental cost).

A CLEANING FEE OF \$40.00 MAY BE ADDED TO EACH RENTAL. The cleaning service fee is based on a maximum of 2 hours of cleaning time. Should cleaning time exceed the allotted time, an additional \$25.00 per hour will be assessed.

The cleaning service includes:

Closing and checking all doors to be sure they are locked

Checking all kitchens to be sure all appliances are turned off.

Turning off all lights.

Cleaning all bathrooms used both before and after the event, and replenishing all paper products.

Spot mopping, sweeping and/or vacuuming all used areas.

Removing trash.

The cleaning service excludes and is the responsibility of the event organizer:

- Setting up and taking down tables (this is included for non-members or members wanting extra setup help by paying the nonmember fee.)
- The washing of dishes, glasses, coffee pots or linens used. (A Grace Church staff person can be hired to do this at \$25 an hour additional charge.)

RECEPTIONS, BEVERAGES, AND CATERING

The event organizer will be responsible for the purchasing, preparation and serving of all food and beverage. We ask that you observe the following beverage policies:

1. Grace Church policy only allows wine and beer to be served on campus. Whenever alcoholic beverages are served in any form, they must not be promoted in such a way as to imply partaking of them is a social requirement. Non-alcoholic alternatives must always be offered and served with the same attractiveness and accessibility as those containing alcohol.
2. Persons of legal age are required to serve all beverages containing alcohol.
3. All beverages, alcoholic and non-alcoholic shall be removed from the facility following the reception.
4. Alcoholic beverages cannot be sold without a license; this is a violation of state law. All other federal, state, and local laws and ordinances, INCLUDING THOSE GOVERNING THE SERVING OF ALCOHOLIC BEVERAGES TO MINORS, must be observed.
5. Although these guidelines recognize the positive social values of the use of alcohol, we also recognize that drunkenness is unacceptable Christian behavior. Care must be taken to insure responsible persons are in control of serving alcoholic beverages.

Additional Guideline:

- Guests are to be instructed that no rice, confetti or birdseed is to be thrown inside or outside the church buildings.
- **Smoking is not permitted at any time in any part of the building or grounds.**

SECURITY & NO FIREARM POLICY

The Policy of the Diocese of Oklahoma is a strict “No Firearm” policy for all churches and properties. If you wish to have security at your event Grace staff can help you hire an off duty sheriff’s deputy or officer for \$140 for 4 hour period.

BUILDING USE AGREEMENT

To assist in confirming your facility accommodations and service requests, this information agreement will assure that both the event organizer and Grace Church agree to the following:

Type of Event: _____

Event Organizer: _____

Date(s) reserved: _____

Hours of use (including preparation and clean-up time) _____

Fees

Damage Deposit	Fee: _____	Date Rcd. _____	Method: cash check
Cleaning Fee	Fee: _____	Date Pd. _____	Method: cash check
_____	Fee: _____	Date Pd. _____	Method: cash check
_____	Fee: _____	Date Pd. _____	Method: cash check
_____	Fee: _____	Date Pd. _____	Method: cash check
_____	Fee: _____	Date Pd. _____	Method: cash check
TOTALS	Fee: _____	Date Pd. _____	Method: cash check

I agree to pay the above fees for the selected facilities as noted above. I understand that the damage deposit must be received before the event is put on the calendar and the date guaranteed.

I further agree that my damage deposit will be returned unless damage costs have been incurred or additional cleaning time charges have been applied. If such charges occur I will receive a refund of any balance due back or be billed for additional charges within two weeks after the event. Any additional charges are due upon receipt of such a billing. The cleaning fee and facility use fee will be paid at least one weeks prior to the event. I further agree to abide by the regulations regarding receptions, beverages, and catering, and event preparation responsibilities as listed in the building use information guide.

Event Organizer: _____ **Date:** _____
(signature)

Address: _____ **Phone:** _____

Vicar: _____ **Date:** _____