



GRACE OTTUMWA
13133 ANGLE ROAD, Suite A
OTTUMWA, IOWA 52501
641-682-9464

Church Facility Reservation Request and Agreement Form

Name of Event: _____

Person or Organization Requesting to Rent: _____

Contact Person of Organization (if applicable): _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

This person is responsible for ensuring that the facility policies are followed by all event participants

Event Start Day & Time: _____ Event End Day & Time: _____

Reservation Start Day & Time: _____ Reservation End Day & Time: _____

Rental fees are based on the Reservation Start & End Time. Please include time for setting up and cleaning up.

Facilities needed: (Check all that apply.)

- The Garage & Lower Level Kitchenette (# of Hours: _____)
- Lower Level Classroom: _____ (# of Hours: _____)
- Upper Level Classroom: _____ (# of Hours: _____)
- The Gathering Space (Sanctuary/Fellowship) (# of Hours: _____)
- Piano
- Kitchen (# of Hours: _____)
- Nursery (# of Hours: _____)
- Other: _____ (# of Hours: _____)
- AV Services - Sound & Video Equipment (# of Hours: _____)

Number of anticipated participants: _____

Is there anything else we should know?



By signing this agreement, you agree to the following:

- I have read and agree to the guidelines and conditions set forth in this agreement for the use of the facility.
- I understand that I am financially responsible for damages created by myself, sub-contractors, or any participants at my event.
- I understand that I am responsible for cleaning the facility.
- I understand that my reservation/event can be canceled at any time if it is found to conflict with the values, beliefs, and/or practices of Grace Ottumwa
- I understand Grace Ottumwa church is not liable for damages/loss to persons or property and does not extend coverage for medical payments in case of injury.
- I agree to the price being charged to me for my event.

Signature: _____ Date: _____

Remember: Your date is not reserved until receive notice that your reservation has been approved. Upon approval, you have 14 days to pay the amount in full in order to hold your reservation.

Full payment must be made prior to the event.

<p>FOR OFFICE USE ONLY:</p> <p>Amount Owed: \$_____</p> <p>Amount Paid: \$_____</p>
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Facility Use Fees

	Regular Pricing	Grace Participant Pricing	Pricing Worksheet
Lower Level Event Space (<i>The Garage</i>) & Kitchenette	1 st Hour: \$25 Additional: \$15/hour	1 st Hour: \$10 Additional: \$5/Hour	
Upper or Lower Level Classroom (Includes use of TV)	1 st Hour: \$25 Additional: \$15/hour	1 st Hour: \$10 Additional: \$5/Hour	
Kitchen (With Equipment & Utensils)	<u>Using Grace Equipment & Utensils</u> 1 st Hour: \$50 Additional: \$30/Hour <u>Without Equipment & Utensils</u> 1 st Hour: \$35 Additional: \$20/hour	<u>Using Grace Equipment & Utensils</u> 1 st Hour: \$25 Additional: \$20/Hour <u>Without Equipment & Utensils</u> 1 st Hour: \$15 Additional: \$10/hour	
Gathering Space (Sanctuary & Fellowship Hall) <i>Note: The piano may only be used with special permission.</i>	<u>Stand-Alone Pricing</u> 1 st Hour: \$75 Additional: \$50 <u>With Kitchen Rental Discount</u> 1 st Hour: \$50 Additional: \$35	<u>Stand-Alone Pricing</u> 1 st Hour: \$25 Additional: \$25 <u>With Kitchen Rental Discount</u> 1 st Hour: \$20 Additional: \$15	
AV Services Sound & Video Equipment (Gathering Space)	\$40.00 Set-up Fee \$30.00/Hour to operate during the event (For complex multimedia, the hourly rate applies for each equipment operator.)	\$20.00 Set-up Fee \$20.00/Hour to operate during the event (For complex multimedia, the hourly rate applies for each equipment operator.)	

Pro Tip: You can access 'Grace Participant Pricing' by participating in the worship or small group ministries of Grace at least 4 times in the 6 months prior to your event.



Wedding Events

The standard package for wedding events includes the following:

- Pre-Marital Counseling (Because we want your marriage to succeed, all couples must complete our pre-marital counseling program prior to the wedding.)
- 5 Hours in the Gathering Space on the day of your wedding
- 5 hours in the Gathering Space the evening before for decorating and rehearsal.
 - All decorating guidelines must be followed
- 2 rooms for 5 hours
 - 1 for the bride and attendants (Upper-Level Room)
 - 1 for the groom and attendants (Lower-Level Room)
- 2 hours of AV services
- Use of the piano for service only
 - Must provide your own pianist (Contact the Grace Office for a list of recommendations.)
- Officiant (All weddings must be officiated by our pastoral staff unless special permission is given for extenuating circumstances.)

REGULAR PRICING	GRACE PARTICIPANT PRICING
\$1250	\$300

Pro Tip: You can access 'Grace Participant Pricing' by participating in the worship or small group ministries of Grace at least 4 times in the 6 months prior to your event.

Additional space or time may be rented using our pricing sheet on the previous page.

Additional spaces: Check all that apply

- Kitchen - _____ hours
- Additional Classroom/s - ___ rooms for _____ hours
- Additional AV (Sound & Video Equipment) time - ____ hours
- Additional Gathering Space Time - _____ hours



Rental Procedure

Step 1:

The person wishing to rent space in the church must fill out and submit a 'Church Facility Reservation Request and Agreement Form'.

Step 2:

The Church Secretary pencils the event into the calendar and contacts the Pastor to approve the reservation request based on facility and team availability, and the facility needs of the ministries of Grace Ottumwa.

Step 3:

Upon approval by the Pastor, the Grace Office will e-mail an official notice that the reservation has been made.

Step 5:

In the event that your request is denied, the Grace Office will send an e-mail notice to you.

The reservation is not finalized until the approval notice has been sent.

Scheduling Policies



Hours of Operation

All Saturday events must be concluded by 5:00 pm.

All other events must be concluded by 10:00 pm

We do not do any rentals of our buildings during our large ministry programs, such as Sunday Worship, Wednesday nights, or during special events put on by Grace Ottumwa.

Grace Participant Pricing

To qualify for Participant Pricing, you must participate in the worship or small group ministries of Grace at least 3 times in the prior 6 months of your event. The participant pricing applies to both personal and business events.

AV Fees (Sound & Video) may be waived for members of the Grace Worship Production Team who can run the Sound & Video equipment themselves. AV Service Fees go into a fund for updating our equipment.

Payment

Upon approval, you have 14 days to pay the amount in full in order to hold your reservation.

Full payment must be made prior to the event. **Cancellations**

All cancellations will have a 25% cancellation fee assessed to any monies paid and the difference will be refunded within 7 -14 business days.

If the facility is damaged or not cleaned the person or organization will be charged for repairs/cleaning.

Reserving time for Decorating

Please make sure you include time in your reservation to decorate. In order to allow others to use the room, we do not generally allow decorating in advance.

If you need to reserve advanced decorating times for events other than weddings, you will need to reserve the space for the full window from the time of your decorating through your event.

If you wish to decorate early without paying to rent the space during this window, please contact the Grace office, up to three days prior to your event to make this request. Permission is only granted if no other groups intend to use the room during the time, and will be revoked if another group wishes to use the space during this time.

Grace Host

The Grace Office will assign a Grace Host to check-in with you for the event. Active participants of Grace Ottumwa can also serve as their own Grace Host.



Scheduling Policies (Continued)

Event Scheduling Priorities

While Grace Ottumwa would like to extend its facilities to all, approval will be made according to the following priorities:

1. Church Worship Services and Ministries
2. Weddings & Funerals
3. Organizations that regularly use our building
4. Community service, non-profit, and educational organizations
5. Celebrations (wedding anniversaries, birthdays, showers, etc.)

Grace facilities are not available for a variety of groups and events, including but not limited to...

- Events that advocate values/actions contrary to the example of Christ or values and ministry of Grace Ottumwa
- Events that advocate the election of specific people to public office or promote a specific party
- Events that are related to or promoting illegal activities

Wedding Rental Eligibility

Grace Ottumwa's facility is available to be rented for weddings that meet the following additional requirements.

- All weddings must be between two consenting adults who have received pre-marital counseling. We are a loving and open congregation.
- All weddings must be officiated by our pastoral staff unless special permission is given for extenuating circumstances.

Table & Chair Rental

We do not rent or lend Grace tables and chairs to be used at events away from the Grace Ottumwa facility.

Sub-contractors

It is the responsibility of the renter to hire the contractors they would like to work with for their events, such as pianists, musicians, photographers, and event planners.

Sub-contractors must follow the same guidelines of this agreement.

Any damages done by the sub-contractor(s) are the responsibility of the person or organization holding the event.



Facility Use Guidelines

Alcohol, Smoking, Drug, and Firearms Policy:

No alcohol may be served or consumed on the premises.

No smoking on the church campus

No illegal drugs, items, or activities.

No firearms on the premises, except for law enforcement.

Violent, abusive, and/or vulgar behavior or language will not be allowed.

Decorations:

No pins or nails can be used

The only tape allowed is Blue Painter's Tape.

No glitter, confetti, or birdseed can be used.

Audiovisual equipment is to only be used by members of the Team at Grace Ottumwa.

Gambling is not allowed on church property

Open flames are not allowed - Candles need to be battery operated, with the exception of an event led by a pastor or a member of Grace Ottumwa Staff

Kitchen Supplies & Food Storage

You are responsible for providing your own disposable products (paper plates, plastic forks, etc.)

If you are paying to rent the kitchen equipment, you may use the dishwasher, dishes, and appliances.

Do not bring supplies or food to the church facilities before your reservation time. To request an exception to this policy, please contact the Grace Office.

Do not leave your leftover supplies or food in the church after your reservation time.

Piano & Instrument Usage

The piano and instruments may only be used when permission is explicitly granted. Please indicate on your registration form if this to make this request.

Children

Minor Children under the age of 16 must be supervised by an adult. Even when the piano is reserved, children may only use the piano or stand on the stage for performance or rehearsal. Children may not play on the stage or in the tech booth.

Any event for/ or including children under the age of 18 must have at least 2 supervising adults in attendance at all times.



Facility Use Guidelines Continued

Service Animals:

No pets, unless service animals.

Must be able to provide medical documentation if asked

Animals that behave inappropriately indoors do not qualify as service animals, regardless of training or certification

Damages

In the event of damage to church property, the group or individual renting the church property is responsible for paying for those damages.

Please report any damage to the church host.

Grace Ottumwa church is not liable for damages/loss to persons or property and does not extend coverage for medical payments in case of injury.

Cleaning Checklists



All Rentals

- Spills on the carpet need to be cleaned up right away
- Take out food-related trash.
- Make sure bathrooms are tidy.
 - No paper products on the floor
 - Clean any water messes on the floor or sinks
- Leave facilities in the same condition as when you arrive

Classrooms & Nursery

- Wipe down all tables used
- Return all tables and chairs to their correct place.
- Ensure there is no trash outside the trash can, and the room is tidier than you found it.

Sanctuary/Gathering Space

- All extra tables and chairs returned to the storage closet
- Return all tables and chairs that remain in the gathering space to their correct place.
- Wipe down all tables used

Kitchen

- Kitchen floor swept and mopped, if necessary
- Wipe down all countertops in the kitchen
- Clean out sinks
- Clean & put away all equipment.
 - Dishes clean, dried, and put away
 - You will need to provide your own towels and dishcloths
 - Dishwasher emptied
 - Refrigerators
- Please do not leave any food or drink behind for others.
- Clean any leaks or spills

Make sure you schedule enough time for clean-up in your reservation.

In order to keep the facility nice for all who use it, please make sure that the above guidelines and cleaning checklists are followed.

Grace Ottumwa reserves the right to charge a fee for cleaning or damages.