

Grace United Methodist Church

Policy & Fees for the Use of our Fellowship Hall/Kitchen

Effective August, 2014

Revised June, 2016

Use of Our Fellowship Hall & Kitchen

A. Fees

1. Persons who are either members or active worship attendees of Grace may use our fellowship hall and kitchen at no charge for such activities as birthday or anniversary parties, bridal showers, wedding rehearsal dinners, wedding receptions, funeral dinners, etc., provided that the church member or active worship attendee shall be the 'contact person' who is responsible for: making the reservation; cleaning up afterwards; seeing that their group adheres to the rules that are stated and implied in this policy. **A donation to the church for the use of the building would be greatly appreciated.**

2. Persons who are neither members nor active worship attendees at Grace may use our fellowship hall and kitchen at a fee of \$100 per each event, payable in advance of the day of the event. If payment is not received by that time, the church office shall inform both the contact person and the Chair of the Hospitality Team (responsible for unlocking and securing the church) that the event has been canceled due to lack of payment. **Checks should be made payable to Grace United Methodist Church.**

B. Rules

1. Contact person understands that they are to supply all paper products and food items for their event, including dish towels. No supplies of Grace are to be used.

2. At the conclusion of each event, all groups shall return the fellowship hall and the kitchen to the condition in which they were found by:

- Sweeping the floor; mopping as needed (broom/mop can be found in the Boiler Room – first door on the right out of kitchen);
- Putting tables and chairs back to where they were before their event (**Set up Chart attached to end of this policy and can be found posted on the kitchen and fellowship hall bulletin boards;**
- Cleaning the kitchen counters, floors, stove and sink;
- Removing all food items not consumed;
- Taking all garbage to the dumpster (located near the driveway near the basketball hoop and mailboxes);
- Putting clean can liners in the garbage cans (can liners can be found on the wooden shelf to the right of the stove in the kitchen);

Any group that is found not to be in compliance with this rule, (as determined by the Chair of the Hospitality Team who locks up after the event) will not be permitted to use the fellowship hall or kitchen again.

3. Reservations must be made by contacting the church office (724.330.5350 or graceumc-chris@zoominternet.net) and will be placed on the church calendar. Previously scheduled church activities shall take priority over any other event. Scheduling will be arranged on a “first-come, first-serve” basis.

4. Bingo, smoking and drinking alcoholic beverages are NOT permitted anywhere in or on church grounds.

5. No outside organization may conduct a profit-making event in our church building without the express consent of our Church Council.

C. Opening and Securing the Church

1. Each event’s contact person who doesn’t have a security code to enter Grace is responsible for contacting Bob Robison, Chair of the Hospitality Team to make arrangements for accesses to and securing the church for their event. (724.288.4352).

D. Approved Groups

1. As of this date, the following groups have permission to use our fellowship hall and kitchen at no charge: The Grace dart ball team; Children of Grace Daycare/Preschool and the 4-H.

8 ft

8 ft

8 ft

6 ft

10 ft

All tables are 5 ft
Unless marked
X - chairs

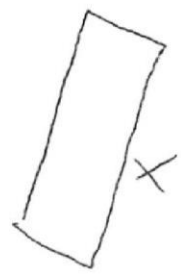
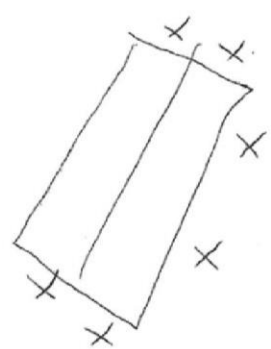
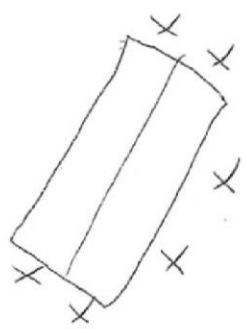
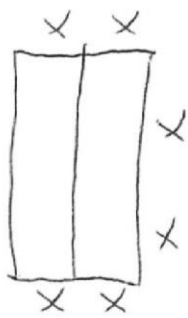
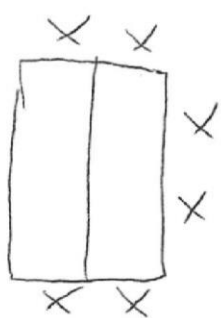
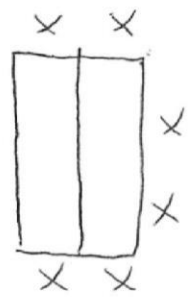
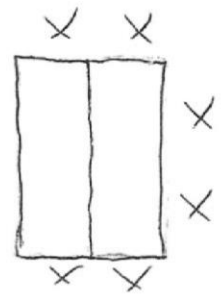
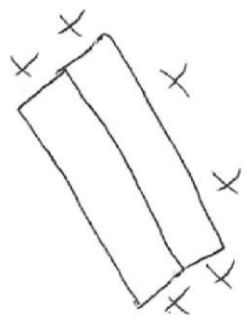
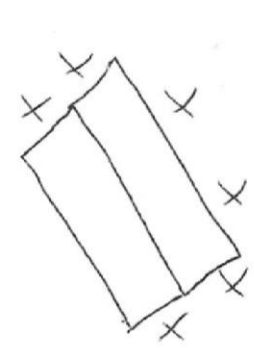
Stage

Set up for
Family Worship

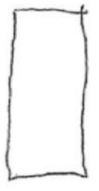
Claret

8 ft

Coat Rack



Drink Table



Coat Rack