

Ministry Organizer

<u>If the building is not available</u> for any reason, <u>you will be notified.</u> (You will NOT be notified otherwise.) All ministry/fellowship events will take priority over personal events.

Building Use Policies

Set-up/Tear Down: When you are using the building for ministry, fellowship, or personal events, it will be your (or your groups) responsibility to do your own set-up and tear down for the event.

Keys: When you are having personal events such as (but not limited to): baby showers, wedding showers, family reunions, birthday parties, use of the building for anything that is not church related, it will be your responsibility to pick up a key from the church office or make arrangements for the building to be open. Keys should be promptly returned after the event.

Cleaning Deposit: Members and Non-members alike will pay a **\$50.00 cleaning deposit** for the use of the church building for personal events, ie. Baby showers, wedding showers, family reunions, or using the building for anything that is not church-related. After your event, the building will be assessed and you will receive **one*** check back.

* If more than two hours cleaning are required, your entire deposit may be used to offset the cost of custodial services.

Fees: Members and Non-members alike will be charged the following fees for the use of the church building for personal events, ie. Baby showers, wedding showers, family reunions, using the building for anything that is not church-related. The following fees will be deducted from your cleaning deposit.

- 1. Gym and/or Kitchen = \$25.00
- 2. Sanctuary or other meeting rooms = \$25.00
- 3. Gym/Kitchen and Sanctuary/Other rooms = \$50.00

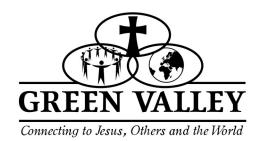
If no more than two hours of cleaning are required after your event, the fee for rental will be deducted from the deposit. If <u>more</u> than two hours of cleaning are required, your entire deposit may be used to offset the cost of custodial services.

Payment of deposit is REQUIRED when the organizer is submitted! Your event will not be added to the master calendar until the deposit is paid.

Time: All personal activities scheduled for Saturday evening **must end NO LATER than 9:00 PM** In order for the custodian to have time to clean for Sunday morning.

Exclusions:

No school or team sports practices are allowed with the exception of Upwards Basketball. No **PERSONAL** events will be scheduled on Sunday.



Ministry Organizer (cont.)

Eve	ent: _						
Today's Date:							
Purpose:							
Mir	nistry	/Group/Commit	ttee:				
Event Date:					Set-up Date:		
Start Time:					Set-up Time:		
End Time:					Tear-down Time:		
Leader's Name:							
Contact Phone:							
Email:							
Loc	catio	n: 🔲 Church	- Please	list <u>ALL</u> rooms needed: _			
☐ Away from GVBC - Destination & Address:							
		_					
						he organizer is submitted! endar until the deposit is paid.	
Fai	uinm	nent needed:					
- 4	•	Van 1		Projector		Chairs (#)	
		Van 2				Round Tables (#)	
		Kitchen		TV/VCR/DVD		8 ft. tables (#) (limited qty available; up to 8)	
		Spotlights		Video Camera		Other	
Pul	blici	ty:					
☐ Weekly Bulletin (Connection ☐ Bulletin Board (You are welcome to add your own flyer to the bulletin							
				boards	outside	the gym. Please refrain from placing announcements on the etin Board)	
	r Off	ice Use Only:					
	-			Secretary Approval		Placed on Calender	
_	. uc	ioi i ippiovai	_	Check #(s)	_	Date:	
				Amount			