



GREEN VALLEY

Connecting to Jesus, Others and the World

Ministry Organizer

If the building is not available for any reason, **you will be notified.** (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 **more** 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.



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Ministry Organizer (cont.)

Event: _____

Today's Date: _____

Purpose: Church Personal Event

Ministry/Group/Committee: _____

Event Date: _____

Set-up Date: _____

Start Time: _____

Set-up Time: _____

End Time: _____

Tear-down Time: _____

Leader's Name: _____

Contact Phone: _____

Email: _____

Location: Church - Please list **ALL** rooms needed: _____

Away from GVBC - Destination & Address: _____

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.

Equipment needed:

- Van 1 Projector Chairs (#)
- Van 2 Sound System Round Tables (#)
- Kitchen TV/VCR/DVD 8 ft. tables (#) *(limited qty available; up to 8)*
- Spotlights Video Camera Other _____

Publicity:

- 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 Children's Bulletin Board)*

For Office Use Only:

- Pastor Approval Secretary Approval Placed on Calendar
- Check #(s) _____ Date: _____
- Amount _____