



Request for Facilities Use- Non Profit and Others

Date request received _____ Person receiving request _____

Event Start Date _____ Event End Date _____
(day, month, date, year) (day, month, date, year)

☐ Single-use event ☐ Weekly Event ☐ Monthly

Organization Name _____

Representative/Contact Name _____

Telephone _____ Email _____

Description of Activity/Event _____

What types of activities will be included in this event? (i.e. dancing, construction, climbing ladders, use of power tools, sports, meetings, etc.) _____

Approximately how many people will be involved in the activity/event? _____

Event Start Time _____ Event End Time _____

Event Set-up Time _____

Certificate of Liability Insurance: It is the policy of this church to require all groups using the church facilities and grounds, to provide a *Certificate of Liability Insurance*, naming Grace Baptist Church, (Certificate Holder), as additional insured. Certificate must be attached to this form.

Facilities Usage

☐ The Gathering Place _____

☐ The Grace Family Center _____

Does the stage need to be cleared?	Yes	No	Platform needed?	Yes	No
Roll-out stage needed?	Yes	No	Stairs needed?	Yes	No

☐ Kitchen (See Red Dye Policy, Page 7)

☐ Coffee Potluck _____

☐ Catered _____

☐ Cascade Center

☐ Mt. Hood _____

☐ St. Helens _____

☐ Evergreen Center

☐ Douglas Fir _____

☐ Blue Spruce _____

☐ Youth Center

☐ 1 room _____

☐ 2 rooms _____

☐ Columbia River Center

☐ McNulty _____

☐ Columbia _____

☐ Milton _____

- ☐ Pre-K/Kindergarten
☐ Preschool (3-4 years)
☐ Toddlers (2-3 years)
☐ Nursery (0-24 months)

Other Reservations

- ☐ Audio/Visual System
 ☐ CD
 ☐ DVD
 ☐ Computer
 ☐ PowerPoint
 ☐ AV Tech Support
☐ Video Projection Unit
 ☐ Microphones _____

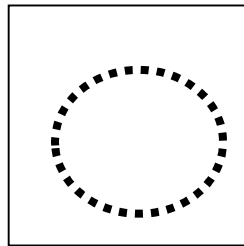
Specific AV needs:

- ☐ Portable AV Cart
☐ Microphone Only
☐ Overhead Projector
☐ Grand Piano
☐ Decorations
☐ Outside Grounds/Field

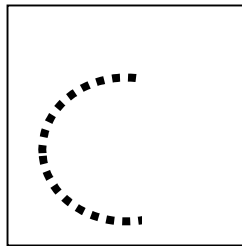
Description of use

Instructions For Room Set-Up

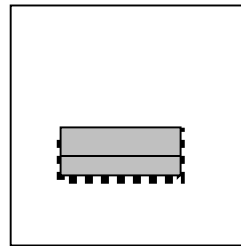
Please circle which room arrangement you would prefer.



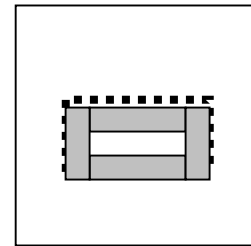
Chairs – circle or oblong



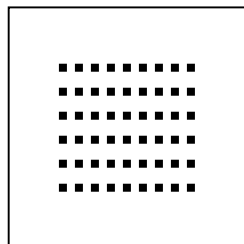
Chairs –semi-circle



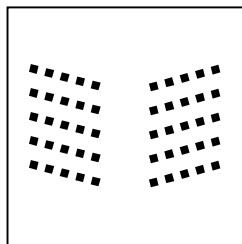
2 Rectangle tables with chairs



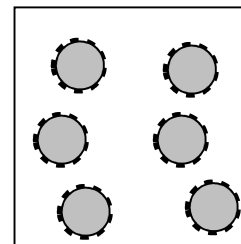
4 Rectangle tables with chairs



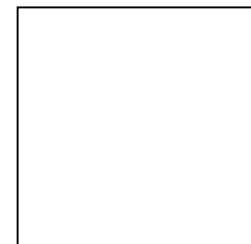
Chairs – Rows



Chairs – Diagonal Rows



Round tables with chairs



Other

Note: Additional reservations or changes may incur additional fees.

Office Use Only

Date Approved: _____ Approved by: _____ ☐ Master Calendar

Deposit Received by: _____ Date: _____

Amount: _____ Check # _____ Cash _____ Balance Due: _____

Copies to: ☐ Custodial ☐ Audio/Visual Tech Certificate of Insurance Liability: ☐ Yes ☐ No

Church Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____
 (Name of Organization or Individual)
 of _____, state of _____ shall be using the building and grounds of
 Grace Baptist Church from _____ to _____, 20 _____, for the
 purpose of _____ herein
 referred to as "the activity."

I/We understand and agree that neither Grace Baptist Church, nor its elders, trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We further release Grace Baptist Church, its elders, trustees, employees, agents, or representatives for any damages which may occur while participating in the activity. I/We further agree to save and hold harmless Grace Baptist Church, its elders, trustees, employees, agents or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize Grace Baptist Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement; that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20 _____.

Signature: _____

Signature: _____

Grace Baptist Church
 58690 Ross Rd., Warren OR 97053
 503-397-0405 Fax: 503-397-0855
office@heartbeatofgrace.com www.heartbeatofgrace.com



Guidelines for Use of Church Facilities of Grace Baptist Church of Warren, Oregon Requested by Non-Profit Organizations or Other

The facilities of Grace Baptist Church are intended to be used to further the ministries of the church and the Christian community. In some cases church facilities will also be made available to other groups as a community service. The following are guidelines for use of church facilities.

The Office Manager, Custodian or representative is required to be present during your event, and will open and close the facility, and will be available to answer questions or meet needs should they arise. Custodial services are required and are included in the rental fee. This includes preparation and clean-up of the areas used. Tables and chairs can be provided, and when at all possible will be set up to your specifications.

Types of Uses Allowed

- Use by Grace Ministries or groups sponsored by the church.
- Regular use by non-profit groups which have been approved by the Office Manager upon consultation with staff.
- Use by non-church/non-profit groups at the discretion of the Facilities Manager upon consultation with staff.
- All facilities usage is subject to review by the Elder Council before permission will be granted.

Scheduling

The use of all church facilities are scheduled through the church office during regular business hours, Monday – Friday, 9:00 am – 4:30 pm. Grace Baptist Church and its ministry needs will determine availability of the facilities. Previously scheduled activities will take precedence. When there is a conflict, established church ministries have priority.

Those requesting Saturday dates must vacate the facilities by 6:00 pm in order to allow ample time for custodial services to prepare for Sunday Worship Services.

Sunday's are reserved for Grace Ministries only. Church facilities are not available on Sundays for Non-Profit or Other Organizations.

Applications, Reservations and Fees

A request for facilities use can be made by completing a *Request for Facilities Use* form and a *Church Usage and Hold Harmless Agreement*. Once completed, submit them to the

church office. You will be asked to provide a *Certificate of Insurance*. Upon approval, your date is considered reserved on the *Grace Master Calendar* when a deposit of 50% of the total rental fee is paid. The balance of the rental fee must be paid by Renter two weeks prior to the event date. Checks should be made payable to *Grace Baptist Church*.

Actual facility rental fees are described separately. Details regarding scheduling and fees for weddings at Grace are available from the church office.

Appropriate Use of the Facilities

Grace's facilities may be used for charitable purposes intended to raise money for non-profit groups or individuals, so long as the event's purpose is consistent with the guiding principles of Grace Baptist Church. The facilities may not be used for the purpose of a money-making event to profit other groups or individuals.

Any organization wishing to use our facilities for any reason, must meet the requirements set forth in our facilities usage documents, and furthermore, may not have a purpose or be in support, of principals that conflict with our deeply held religious beliefs.

Grace Baptist Church of Warren, Oregon, reserves the right to refuse or revoke permission for facilities usage in the event they discover a conflict or an organization changes its purpose and/or support of something that is in conflict with our religious beliefs.

Individuals and groups who use the Grace Baptist Church facilities must treat the property with respect and dignity. It is expected that the rooms and grounds will be left in the same condition in which they were found. Any damage must be reported to the Office Manager, Custodian or representative immediately.

Use of the Grace Family Center

Since installation of wall sound panels in the Grace Family Center, our policies prohibit certain sports and activities, including sports team practices, to reserve the Grace Family Center.

Dancing Policy

Dancing with discretion is permitted at weddings, anniversaries, and other Grace approved events. Contact the church office for additional information.

General Rules

Access for set-up and decorating prior to your event must be scheduled by appointment with the church office.

Renter's guests should restrict their activities to the specific room/s for which rent is paid, and to the nearest hallway and restrooms. Children must be supervised at all times.

Please be aware, other areas of the church may be in use at the same time as your event. Do not wander the hallways or go into other rooms and areas of the building that have not been assigned to you.

Children and youth organizations utilizing the facilities must be supervised by adults at all times.

Food and beverages are to be consumed in the rooms assigned.

Red Dye Policy: Please note that food or beverages that contain red dye are prohibited in the building. This extends to all food or drinks using artificial red food coloring or dye, i.e., red pop, punch, Jell-O, red finger foods, red frosting, etc. Red coloring leaves permanent stains.

No alcoholic beverages are allowed on the church grounds and no smoking is allowed within the church building.

Animals/Pets are not allowed inside the building at any time. Exceptions are made for service dogs.

Do not make adjustments to the security, fire detectors, or heating/air conditioning thermostats unless you have received separate instructions and authorization to do so. Contact the Office Manager or representative if changes are required.

Nails, staples, masking tape, duct tape, scotch tape or other fasteners should not be used on any walls, ceilings or floors. (Check with the Church Office to see what is acceptable.) Due to fire code restrictions, any decorations must be approved by the Office Manager, Custodian or representative and should not be attached in a manner that will leave damage. Decorations must be removed at the completion of your event. See the Office Manager, Custodian or representative for further instructions.

No furniture or musical instruments may be moved without permission and/or assistance from the Worship Leader, Office Manager, Custodian or representative.

The grand piano in The Grace Family Center should not be used without specific permission and a notation made on the *Request for Facilities Use* form. No items are allowed to be placed on top of the grand piano. The piano should be locked when not in use.

The Office Manager, Custodian or representative will check the facility after your event. Users will be responsible for any extra cleaning or repair expenses incurred as a result of the event.

Audio/Visual System Usage

The AV Booth in The Grace Family Center must be operated by one of our audio/visual technicians. Please note your request on the *Request for Facilities Use* form. An additional fee will be assessed.

For more information regarding AV, see attached sheet, *Audio/Visual System Requirements*.

Kitchen Usage

Anytime you bring food into the facilities, whether it is by potluck or catering, or if you are preparing food here, you are required to rent the kitchen. You must include your request to use the kitchen on the *Request for Facilities Use* form. Please note the extent to which the kitchen will be used. An additional fee will be assessed. A representative from Grace must be present to oversee kitchen usage. Your group must supply its own paper/plastic products, supplies and food. For additional guidelines on kitchen usage, please see separate *Kitchen Usage Check List* available in the kitchen.

We ask that, when planning any type of food event in the building, particular attention be given to our Red Dye Policy, page 7.

Grounds and Field Usage

We believe that the use of our grounds/fields by community organizations is a part of our service to the local community. It is both an act of stewardship as well as an outreach to the community.

In allowing community organizations to use our grounds/fields, we have several policies and guidelines that we ask you to follow.

Grace Ministries will have first priority for scheduling and use of the fields.

Reservations must be made in advance by completing a *Request for Facilities Use* form and a *Church Usage and Hold Harmless Agreement*. Once completed, submit them to the church office.

You will be asked to provide a *Certificate of Insurance*.

Upon approval, you will be contacted, and your date will be reserved on the *Grace Master Calendar*.

Those who use the fields are responsible for clean-up and damages. Please clean-up after your event. Use trash receptacles provided. Littering on the grounds is prohibited. If littering does occur, an appropriate clean-up fee will be assessed to your group.

In certain instances, you may be asked to provide a porta-potty, at your expense, to be placed on the grounds near the field, for the duration of your reservation.

You are responsible for the conduct of your group. Using profane, vulgar, or indecent language, music, or symbols is not allowed.

No alcohol or illegal drug use is permitted in the parking lot or on the church grounds.

When using the field, no access to the church building or use of church phones is provided.

No dogs are allowed on the fields, with the exception of service dogs.

No motorized vehicles are permitted on the fields. No campfires or bonfires are permitted on the field.

Driving recklessly through the church parking lot or church property is prohibited.

No skateboarding is allowed on the sidewalks. Signs are posted.

The Renter/Contact person shall be present at all times during the event, and will be responsible for any damage, and will ensure compliance with these guidelines.

I/We have read over and discussed these guidelines and will comply with the terms set forth here.

Contact Person

Date

Signature

Phone Numbers

Email

Title of Event

Date of Event

Grace Baptist Church
 58690 Ross Rd., Warren, OR 97053
 503-397-0405 Fax: 503-397-0855
office@heartbeatofgrace.com www.heartbeatofgrace.com

Audio/Visual System Requirements

Grace Baptist Church

Important! Please Read This!

Please have your finished presentation/files submitted **no later than 1 week in advance** of your event, or when you want your presentation to play. For Memorial Services, the deadline is **3 days prior to** the service. If we do not receive your presentation/file during this time period, we may not be able to show it during your event/service, as we need time to make sure it will be compatible with our equipment.

Please title your tracks. Do not use track numbers.

Indicate what software or program was used to create the presentation.

Please save your presentation/files to a CD, DVD, or thumb drive. NO e-mail, please. Be sure the presentation is a finished audio/or video file that can be copied from your CD or thumb drive to our desktop to incorporate in our presentation software.

You must adhere to the following system requirements to insure that your audio/visual presentation will run on our equipment. We are not trained to do editing on your presentations. If there are issues with playback, we will return the master to you for corrections.

System Requirements

Playable on Windows 8.

PowerPoint 2013, or lower.

MediaShout supports the following file types:

Audio files- .aif, .aiff, .mid, .mni, .mp3, .mp4, .wav, .wma, .snd, .au

Video files- .mpg, .mpeg, .mov, .wmv, .qt, .avi

Graphics- .jpeg, .gif, and various others

Animations- macromedia flash, .swf

Slide shows- .ppt, .pps, .pptx, .ppsx

If you have questions, please contact Grace Baptist Church at 503.397.0405 and you will be put in contact with one of our AV technicians. Thank you.

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