



Date Request received _____ Person receiving request _____

Event Reservation

Event Start Date:	Day of Week	Month	Date	Year	
Event End Date:	Day of Week	Month	Date	Year	<input type="checkbox"/> Ongoing
<input type="checkbox"/> Single-use <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> 1 st & 3 rd <input type="checkbox"/> 2 nd & 4 th <input type="checkbox"/> Other _____					
Title of Event:					
Event Start Time:		Event End Time:			
Time wanting to set-up/decorate for the event:			Est. Number of Attendees at Event:		
Name of Grace Ministry Sponsoring Event:				Need Key?	
#1 Ministry Team Leader/Contact Name & Phone:					
#2 Ministry Team Leader/Contact Name & Phone:					
Grace Vehicle needed? <input type="checkbox"/> Van <input type="checkbox"/> Covered Trailer			Check if off campus event <input type="checkbox"/>		
Please complete a separate Vehicle Reservation Form.					

Publicity Information

Please run copy in: <input type="checkbox"/> Bulletin <input type="checkbox"/> Newsletter <input type="checkbox"/> PowerPoint Announcement Slide <input type="checkbox"/> Website		Start Date:	
Who is invited?			
Childcare provided?		How much will it cost?	
Sign-up sheet for the Sign-Up Table?		Who will provide?	
Deadline to sign-up?			
Where will event occur? Name/Address: <input type="checkbox"/> Grace <input type="checkbox"/> Off Campus			
How will transportation be provided? <input type="checkbox"/> Van <input type="checkbox"/> Individual Cars			
What is your time of departure?		What is your time of return?	

Please use the space below to write out exactly what you want to say in the Bulletin, Newsletter, Announcement Slide or Website. If you have graphics, please give the church office a copy.

[illegible]

Facilities Room Reservation and Usage

Please Read: Each room has a specific set-up/configuration which is posted on the wall in each room. You may change the room set-up/configuration to suit your specific needs. However, you are required to return the room to its original set-up/configuration when you are finished using the room. In addition, it is expected that you will tidy up after your meeting or event and leave the room in clean condition.

<input type="checkbox"/> The Gathering Place Special Instructions:			
<input type="checkbox"/> Grace Family Center Does the stage need to be cleared? <input type="checkbox"/> yes <input type="checkbox"/> no Roll-out stage needed? <input type="checkbox"/> yes <input type="checkbox"/> no Platform needed? <input type="checkbox"/> yes <input type="checkbox"/> no Stairs needed? <input type="checkbox"/> yes <input type="checkbox"/> no Special Instructions:			
<input type="checkbox"/> Kitchen <input type="checkbox"/> Limited Kitchen Needs: Coffee, Water Only <input type="checkbox"/> Food Brought In <input type="checkbox"/> Food Prepared in Kitchen <input type="checkbox"/> Catered <small>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.</small>			
Cascade Center		<input type="checkbox"/> Mt. Hood	<input type="checkbox"/> Mt. St. Helens
Evergreen Center (Grades 3-4)		<input type="checkbox"/> Douglas Fir	<input type="checkbox"/> Blue Spruce
Youth Center		<input type="checkbox"/> 1 Room	<input type="checkbox"/> 2 Rooms
Columbia River Center		<input type="checkbox"/> McNulty	<input type="checkbox"/> Columbia <input type="checkbox"/> Milton
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Preschool (3-4 years)	<input type="checkbox"/> Toddlers (2-3 years)	<input type="checkbox"/> Nursery (0-24 months)
<input type="checkbox"/> Other			

Other Reservations

<input type="checkbox"/> Audio/Visual Booth	<input type="checkbox"/> CD/DVD <input type="checkbox"/> Computer <input type="checkbox"/> PowerPoint	<input type="checkbox"/> Microphones <input type="checkbox"/> AV Tech Support <input type="checkbox"/> Video Projection Unit	Specific AV Needs
<input type="checkbox"/> AV Cart (portable system, includes TV and DVD player)			<input type="checkbox"/> Microphone Only
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Grand Piano	<input type="checkbox"/> Decorations	
<input type="checkbox"/> Drama Closet (Please contact Drama Team Leader) Items needed:			
<input type="checkbox"/> Outside Grounds/Field	Description of Use:		

Special Instructions: _____

Office Use Only: Approved By _____		Date Approved _____
<input type="checkbox"/> Master Calendar	<input type="checkbox"/> Audio/Visual Tech	<input type="checkbox"/> Other _____



GRACE MINISTRIES

Guidelines for Use of Church Facilities

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.

Purpose

It is our sincere hope that you will find this information useful and that you will feel welcome to use the facilities for your meetings and special events. However, a facility well used requires that it be well maintained, so the following guidelines have been established to insure that these premises will be available for ministry for the years to come.

Each ministry Team or individual using the facilities will be responsible for following these guidelines. Failure to follow these guidelines may result in the loss of facilities use for your meeting or event.

Types of Uses Allowed

- Use by Grace Ministries or groups sponsored by the church.
- Regular use by non-profit groups which have been approved upon consultation with staff.
- Occasional use by non-profit groups at the discretion of the Facilities Manager upon consultation with staff.

Scheduling Weekly and Single-Use Events and Making Room Reservations

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

Grace Ministries and others desiring to meet must make a reservation and have their meeting/event scheduled on the Grace Master Calendar in the church office. Groups may not meet at their own discretion.

A request for facilities use, including room reservations, equipment use, or grounds can be made by completing a *Grace Ministries Event Reservation, Publicity, and Request for Facilities Use Form*. Once completed, submit the form to the church office. Upon approval, your date is considered reserved on the Grace Master Calendar and a room assignment will be given to you.

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

If a conflict arises during scheduling of the facilities, fields/grounds, or vehicles, you will be contacted by the Office Manager or representative. It is the responsibility of the ministry making the new reservations to contact the ministry with the existing reservation and negotiate a resolution. If agreement is not reached, the scheduling conflict will be taken to the Office Manager or representative to resolve. If an agreement still cannot be achieved, the ministry with the prior reservation will stand.

All Ministry Teams are asked to please meet in your assigned room. Do not arbitrarily move your group to another room. This may create a scheduling conflict.

Although rare, there may be, due to special circumstances, a time when a group that is meeting weekly, may be re-assigned a different room. Your event will not be cancelled, you will however be asked to move temporarily. Responsible use and cooperation by everyone is expected.

A Grace Ministries Event Reservation, Publicity, and Request for Facilities Use Form must be completed and submitted to the church office for off-campus events as well. If your event is off-campus, it is imperative that safe and legal transportation be arranged. Grace Baptist Transportation Policy must be followed. Written parental permission is necessary for anyone under 18 years of age for an off-campus activity. Van and/or Trailer reservations must be made by completing a *Vehicle Reservation Form* and will be scheduled on the Grace Master Calendar.

Appropriate Use of the Facilities

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

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. Trash must be picked up. Please dispose of your garbage in the dumpster outside. (A checklist is available. Please pick-up a copy in the office.)

Any damage must be reported to the Office Manager or Custodian immediately.

Dancing Policy

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

General Rules

The Ministry Team Leader or a representative must be present at all times during your meeting/event.

The Ministry Team Leader takes responsibility for communicating these guidelines to their team and participants, and will ensure compliance with these guidelines.

Ministry Teams and their guests should restrict their activities to the specific room/s for which they have been assigned, and to the nearest hallway and restrooms. Please do not wander the hallways or go into other rooms and areas of the building that have not been assigned to you. Other groups may be meeting there.

Youth and children utilizing the facilities must be supervised by adults at all times.

Tables and chairs are provided for your group. Each room has a standard room configuration/set-up, which is posted on the wall in each room. If you change the room set-up, at the end of your event, please return the room to its original standard room configuration/set-up.

It is expected that the rooms will be left in the same or better condition in which they were found. Trash must be picked up. Please dispose of your garbage in a plastic bag, tied then put in the dumpster outside. Please use the *Grace Ministries Room Usage Check List*, attached, to help ensure that the rooms are ready for the next group to use.

Do not make adjustments to the security, fire detectors, or heating/air conditioning thermostats unless you have received instructions and authorization to do so. Contact the Office Manager or Custodian 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 office to see what is acceptable). Due to fire code restrictions, any decorations must be approved by the Office Manager and not be attached in a manner that will leave damage. Please do not tape flyers to the entrance doors, unless you have permission from the Office Manager. Decorations must be removed at the completion of your event. See the Office Manager or representative for further instructions.

No furniture or musical instruments may be moved from any of the rooms without permission and/or assistance from the Office Manager, Custodian, the Worship Team Leader, or member of the Sound Team.

The grand piano in the Grace Family Center should not be used without permission and a notation made on the *Grace Ministries Event Reservation, Publicity, and Request for Facilities Use Form*. No items are allowed to be placed on top of the grand piano.

A copy machine is available in the Media Center for your use. Please do not operate office equipment or the reception computer in the Church Office without supervision or instructions from the Office Manager or Secretary. If you need to use the office equipment, please call ahead to arrange for a convenient time.

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

Audio/Visual System Usage

If your event requires the use of the sound system, or a computer and video projection unit (VPU), you must make arrangements for one of our audio/visual technicians to be available to operate the AV booth. Please note your request on the *Grace Ministries Event Reservation, Publicity, and Request for Facilities Use Form*.

Grace maintains computer, sound, projection and video equipment for the purpose of ministry. Do not attempt to use any equipment for which you have not received authorization or training. Unauthorized use of equipment may result in loss of use for your event.

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, a Grace representative must be present to oversee kitchen usage. Please include your request to use the kitchen on the *Grace Ministries Event Reservation, Publicity, and Request for Facilities Use Form*. Please note the extent to which the kitchen will be used. Periodically, training classes will be held on using the commercial kitchen appliances. Contact the church office for the next class date and time.

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.

Please leave the kitchen clean. If you use the kitchen, you are responsible for cleaning up after yourself. Counters and sinks should be wiped. Do not leave dirty dishes in the sinks or elsewhere. Make sure all equipment and utensils are washed and put away. All trash must be disposed in plastic bags, tied and put in the dumpster outside. Please flatten cardboard boxes and place them in the recycle bin outside. You are responsible to sweep and spot mop the kitchen floor after your usage. Towels must be taken home, laundered and returned. A *Kitchen Usage Check List* is attached, and is also available in the kitchen.

Food left in the refrigerator must be clearly marked with the name of the Ministries Team and dated. Any opened food containers will be discarded after one week.

Tablecloths are available for use by your ministry. They must be checked out. Tablecloths must be returned, washed and hung on hangers within 48 hours.

Kitchen equipment is not available for personal use off the Grace campus.

Miscellaneous Items

Tools, extension cords, surge protectors, cleaning supplies and other miscellaneous items are available for loan during your event. Please plan ahead. Items can be checked out from the Grace Ministries Closet located adjacent to the kitchen.

Please do not borrow, move, or use any items that do not belong to your ministry unless you have approval from the Office Manager, Custodian, or Ministry Team Leader.

Drama Closet Use and Procedures

The Drama Closet is available for your Ministry Team to use. Grace has many beautiful hand-made costumes thanks to our volunteers.

When completing your *Grace Ministries Event Reservation, Publicity, and Request for Facilities Use* form, please indicate that you will need to use items out of the Drama Closet.

The Drama Closet is located upstairs above the church office. Items can be checked-out from there.

After use, please make sure costumes are cleaned, and shoes that have been worn are sprayed, and returned to the closet. If any items from the Drama Closet are broken, ripped or lost, please repair or replace the items.

Building Access and Security

Ministry Team Leaders or a representative is responsible for obtaining and checking out a key to the building if needed. If you are the first to enter the building that day, you may be required to disarm the security alarm system. Please see the Office Manager one day prior to your event for instructions. You are responsible for turning off lights in the room/s assigned to you, nearest restrooms, and for making sure outside doors are locked in your area. If you are the last to leave the building, you are responsible for seeing that all lights are turned off, all doors are closed, and that the front outside entrance doors are locked before vacating the building.

Do not loan out your key nor disclose your security system access code or password to anyone. Please take precautions against unauthorized building access.

Vehicle Reservations

The church vehicles can be reserved by completing and submitting a *Vehicle Reservation Form*. Grace guidelines and policies apply. Ask for a copy of the *Grace Transportation Policy Form* for additional information.

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.

Grace Ministries have first priority for scheduling and for use of the fields. Please make your reservation by completing the *Grace Ministries Event Reservation, Publicity, and Request for Facilities Use Form*. Submit your reservation for field usage to the church office, for review by the Office Manager. The Office Manager handles all scheduling of the Grace Fields.

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.

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.

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.

Kitchen Usage Check List

If you are planning to bring food into the facilities, whether it is by potluck or catering, or if you are preparing food here, it is very important that you have an understanding of how to operate the kitchen equipment, or have in your group someone who has been trained in this area.

When you plan an event, and fill out the *Grace Ministries Event Reservation and Request for Facilities Use Form*, please include your request to use the kitchen. Please note the extent to which the kitchen will be used.

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.

Please use this checklist to ensure that the kitchen is left clean after your event.

Brooms, mops and other cleaning supplies are located in the Ministries Custodial Closet across from the Resource Center/Library. A key to the closet is located in the key cabinet in the Kitchen Pantry.

Refrigerator/Freezer:

- ☐ Do not leave perishable food in the refrigerator, unless it will be used within one week.
- ☐ Label food with date and name of your Ministry Team/organization.
- ☐ Do not leave drinks in plastic pitchers.
- ☐ Clean-up any spills.
- ☐ Be sure doors are closed securely.
- ☐ Wrap properly any food stored in the freezer.
- ☐ Clean fridge and freezer doors with stainless steel cleaner. Do not use scouring pads, as they will scratch the stainless steel.

Range/Ovens:

If you plan to use the range, grill, oven or convection ovens, you must be properly trained in their operation, including turning the gas valves on and off. Please do not attempt this without training. Check with the church office or custodian.

- ☐ Clean any spills on range or ovens, backsplash and shelf.
- ☐ Be sure range top and grill has been thoroughly cleared of all food and utensils. Make sure the "grease trap/catcher" of grill is cleaned if it has been used.
- ☐ Empty all drip pans and wash.
- ☐ See that all burners are turned off.
- ☐ Be sure the gas valves are turned off.
- ☐ Be sure range is aligned in proper position according to the blue tape on floor.
- ☐ Make sure hood lights and the fan are turned off.

Coffee Machines

- ☐ Turn off machines.
- ☐ Turn off warmers.
- ☐ Clean glass carafes, pump pots, and coffee pitchers according to directions above sink in scullery, then put away.
- ☐ Wipe down outside of each coffee machine.

Microwave:

- ☐ Clean microwave inside and out.

Dishwasher:

- ☐ Remove dishes and put away.
- ☐ Turn off dishwasher.
- ☐ Drain water and clean according to instructions posted next to dishwasher.

Other:

Do not leave dirty dishes in the sinks. All dishes, glassware, silverware, cooking utensils, and pots and pans should be washed and dried by the proper methods (see instructions posted in scullery), and returned to their proper storage areas.

- ☐ Counters and sinks should be cleared, cleaned, and sanitized with bleach water (spray bottle is located on counter next to sink in scullery).
- ☐ Small appliances, (mixers, etc.), cleaned and returned to original/designated area.
- ☐ Large coffee urns – unplugged, emptied, rinsed and dried. Put away in storage room across from kitchen.
- ☐ Sinks must be drained, cleaned and rinsed out.
- ☐ Waste basket and garbage cans must be emptied, and can liners put back into the cans. Liners are located in the cabinets across from the cans.
- ☐ Bags of trash must be taken to the dumpster outside.
- ☐ Please flatten cardboard boxes, place them, and other recyclable materials, in the recycle bins, (green containers), outside.
- ☐ Wipe down rolling carts.
- ☐ You are responsible to sweep and mop the kitchen floor after your usage.
- ☐ Used towels, dishcloths, and aprons must be taken home, laundered and returned promptly.
- ☐ Lights out. Doors closed.

Certain tablecloths are available for use by your ministry. Please check them out in the church office. Tablecloths must be returned within 48 hours, washed, and hung on hangers.

Kitchen equipment is not available for personal use off the Grace campus.

Thank you for doing your part to keep our church kitchen in good condition and ready for the next group to use. You do not need to return this check list.

Grace Ministries Room Usage Check-List

Individuals and groups who use the Grace Baptist Church facilities must treat the property with respect and dignity.

- The Ministry Team Leader, or a representative, must be present at all times during your meeting/event.
- Ministry Teams and their guests should restrict their activities to the specific room/s for which they have reserved, and to the nearest hallway and restrooms. Remember, other Ministries may be using rooms close to you.
- Each room has a standard room configuration/set-up, which is posted on the wall in each room. If you change the room set-up for your event, at the end of your event, please return the room to its original standard room configuration/set-up.
- 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.

The Ministries Custodial Closet, located across from the Resource Center/Library is stocked with cleaning supplies, a vacuum cleaner, mop, trash bags, etc. The key to the Ministries Custodial Closet is available in the key box (A12) in the kitchen pantry. After your event, please use the check-list below to be sure everything is left as you found it.

- ☐ Room has been returned to the same configuration as it was before you used it.
- ☐ Trash has been picked up and put into the trash cans. If the can is full, please take the full bag to the dumpster outside.
- ☐ Wipe tables if needed.
- ☐ Please be sure all spills or dirt on the floor has been cleaned up.
- ☐ If you use the sink and countertop, please wipe clean.
- ☐ If the rug needs vacuuming, there is a vacuum cleaner in the Ministries Custodial Closet (across from the Resource Center/Library).
- ☐ Be sure all lights in the room have been turned out and the room doors are closed.
- ☐ If your event is in the evening, and you are the last ones here, be sure all the lights are turned off, and doors are locked in the entire facility.
- ☐ If you use the kitchen, please see separate sheet for the Kitchen Check-List, which is located in the kitchen.

Thank you for doing your part to keep our church in good condition and ready for the next group to use.
You do not need to return this check list.

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.

Grace Baptist Church
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