

Reservation Form

Thank you for choosing to partner with the **Grove Hill Association Center** (hereinafter referred to as "Grove Hill"). We are grateful for the opportunity to host your event, and we are committed to serving you with excellence.

Contact Information

Today's Date: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Event Information

Date of the Event: _____

Type of Event: _____

Approximate number of people attending: _____ (Max occupancy = 90)

Arrival Time: _____ Departure Time: _____

What areas of the Center will be used? Please check all that apply:

Auditorium: _____ Kitchen / Fellowship Area: _____

Please note: The Auditorium has seating for 60 people. The Fellowship Area has 10 tables and 30 chairs.

There is no set rental fee. We will gladly accept a donation for the use of the facility. A \$_____ deposit paid in the form of a check is required when the reservation form is completed and returned to a Grove Hill representative.

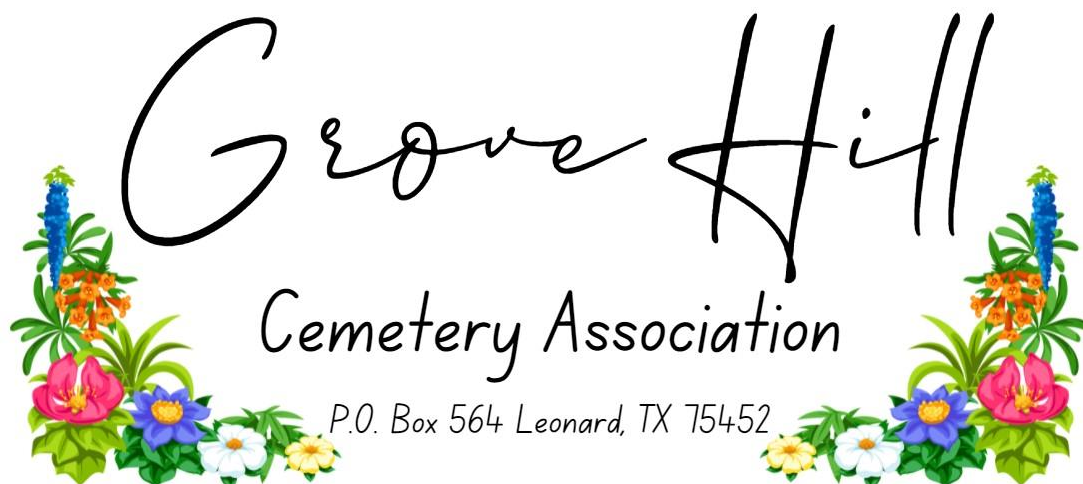
Deposit Received: _____ Check #: _____

You are responsible for the care of our facility during your use, which includes cleaning and leaving it in the order you found it. The deposit will be refunded to you only if inspection of the facility by a Grove Hill representative after your usage determines that the facility was left in proper order. You are financially responsible for any damage to the building and / or equipment.

I have read and understand the reservation form and agree to abide by it. The attached user guidelines are part of this form and must be signed by the person and / or group making the reservation.

Signature: _____ Date: _____

Printed Name: _____



Facility Use Policy

You are a guest of Grove Hill. You are responsible for the care of our Facility during your use. This includes cleaning and putting it back into the condition in which you found it. You agree to reimburse Grove Hill for the actual cost of repairing or replacing any damage that occurs to the building or equipment during your use.

You acknowledge and agree that Grove Hill is operated exclusively for Christian purposes and you, and your group will respect Grove Hill's values and will not make statements, engage in conduct, or conduct activities while at Grove Hill that would be inconsistent with or detract from Grove Hill's values.

For safety purposes, the following items are NOT permitted at Grove Hill facility:

- Alcohol: including beer, wine, wine coolers, mixed drinks, etc.
- Tobacco or Marijuana, including cigarettes, vapes, e-cigarettes, pipes, cigars, chewing tobacco, snuff, etc.
- Illegal drugs of any type and description, regardless of use.

Responsibility or liability for any injury is not assumed by Grove Hill. The use of facility and equipment will be totally at the risk to your group and its members.

You will be restricted to the use of the areas which you have reserved. Other areas will be off limits. The Facility Use Policy will be strictly kept.

Signature: _____ Date: _____

Printed Name: _____