

Fellowship Hall and Kitchen Use Policy for Nonchurch Events

Grace United Church of Christ
100 Fourth Street
Hanover, PA 17331

Private Parties

Fellowship Hall at Grace UCC can be used for private parties. **No alcohol or smoking is permitted** in the church building or on church property. Directions for use of the hall and fees for nonmembers and members of Grace UCC are below.

Nonmembers of Grace UCC:

A **\$200.00 deposit** is required at the time of reservation. The event must be put on the church calendar by the secretary/bookkeeper. A check shall be made payable to: *Grace United Church of Christ*. *Fellowship Hall and the kitchen must be clean, trash containers emptied, and tables and chairs put back in the position found.* A \$50.00 refund will be given back to the reserving party if the hall and kitchen are clean, trash emptied, tables and chairs returned to as found position, and there is no breakage or damage.

Members of Grace UCC:

A **\$75.00 deposit** is required at the time of reservation. The event must be put on the church calendar by the secretary/bookkeeper. A check shall be made payable to: *Grace United Church of Christ*. *Fellowship Hall and the kitchen must be clean, trash containers emptied, and tables and chairs put back in the position found.* A \$75.00 refund will be given back to the reserving party if the hall and kitchen are clean, trash emptied, tables and chairs returned to as found position, and there is no breakage or damage.

Members of Grace who use Fellowship Hall for fundraisers for outside organizations will need Consistory approval. The above conditions for use will apply; however, a \$50.00 refund will be given back to the reserving party instead of \$75.00. The \$25.00 fee will be used for expenses incurred for maintenance. It should also be clearly stated on any advertising at Grace Church what organization the funds raised will benefit.

A member at Grace Church is a person who is on the membership roll or attends worship at least once a month, contributes financially, and communes.

Hall Cleanup

Trash can liners are in the kitchen in the cabinet along the wall next to the large sink, directly under the coffee pots. Full trash bags must be taken to the parsonage garage for disposal.

Dry mops and wet mops with bucket are in the boiler room off the hall.

A floor plan showing the table set up in the hall is in the kitchen on the wall by the water fountain.

Other General Concerns

If Fellowship Hall and the kitchen are not clean, trash containers emptied, and tables and chairs not put back in the position as found, Grace UCC will retain the total reservation deposit for the hall. The Grace Consistory may refuse future use of the hall.

Use of kitchen by request.

Coffee, disposable plates, cups, napkins, etc. will be supplied by the renter.

Parties using the hall must make arrangements to have the doors unlocked and locked.

Parties using the hall must stay in the lower level of the building.

Fellowship Hall and church building **must** be vacated by 9:00 PM.

The sound and stage lighting in the hall may be used. A church member who is trained to operate the sound and stage lights must be present and will be paid \$50.00 per hour by the reserving party.

An elevator at the alley side entrance is available.

Fellowship Hall capacity: 120

Outside Organizations

Any outside organization(s) requesting the use of Fellowship Hall will require approval from the Grace UCC Consistory.

Reserving Party Representative:

Name: _____ Date: _____

Grace UCC Representative:

Name: _____ Date: _____

Consistory approval: 4/10/17

Congregational approval: 6/11/17

Revision 1

Consistory approval: 2/12/18

Congregational approval: 6/10/18