

# **Glen Lake Community Reformed Church**

## **Building Use Procedures and Fees**

### Application Process

GLCRC members and others who desire to use the church or any church equipment will need to contact the church office administrator at 231-334-4563 to confirm availability. They will be provided a Building Use Agreement to complete and return with payment. In order to avoid conflict with ongoing ministry programs, facility rental requests from GLCRC members will be accepted up to 6 months (or 12 months for weddings) in advance of the use date. Non-member requests will be accepted up to 5 months (8 months for weddings) in advance of the use date. Rental requests are on a first come-first served basis. Your reservation will be confirmed upon approval by church staff/leadership and receipt of payment. GLCRC reserves the right to deny applications and a full refund will be made if the request is denied.

### Conditions of Rental

- The person making the request agrees to be present for the duration of the event.
- Applicants may contact the office to arrange for a walk-through of the building prior to the event.
- Renters will need to provide their own paper products (foil, plates, cups, etc)
- Renters will need to provide their own food, coffee, and condiments.
- Renters may use our coffee pots if they are cleaned and put away afterwards. Any other dishes or pans used must also be cleaned and put away.
- Food preparation using stoves, warming oven, dishwasher, refrigerator or freezers must have prior approval and require training by qualified staff of the church according to health department rules.
- If you want to drop off items ahead of your scheduled time, please contact the church office to ensure there is space; such items left must be marked with the name of the group, the event, and the date.
- GLCRC is a smoke-free and vaping-free premises.
- GLCRC is an alcohol-free premises.
- Music will need to be commensurate with the Christian values held by GLCRC.
- All participants of events will need to refrain from entering areas of the facility they have not been approved to use.
- Any member of the GLCRC Staff or Consistory may terminate any activity anytime they witness a violation of this agreement and have the right to request the event be stopped and all participants leave the premises.

### Cleaning and Closing

- The church will need to be vacated by 7:00 pm on Saturdays to allow for cleaning before Sunday service
- All areas used should be left in the condition in which they were found
- Trash bins should be emptied and re-lined and trash taken to dumpsters in the wooden fenced enclosure outside. Trash bags are located in the kitchen storage area
- Setting up and taking down of tables, chairs in the responsibility of the renters.
- Turn off all lights and lock all doors at the end of the event.

- Report any lost or damaged equipment to the office administrator. The renter is solely responsible for the repair or replacement of such items.
- Person requesting the facility agrees to adhere to these guidelines
- A general walk-through by church staff will be done after the event. Renter will be contacted if there are any concerns.

<u>Fees</u>	<u>Non-members</u>	<u>Members</u>
• Worship Center	\$150	\$ 0
• Fellowship Hall	\$ 50	\$ 0
• Kitchen	\$ 50	\$ 0
• Classrooms	\$ 20	\$ 0
• Sound personnel honorarium (trained church personnel only)	\$ 75/person*	\$ 75/person*
• Video Recording/Live Broadcast/Projection personnel honorarium (trained church personnel only)	\$ 75/person*	\$ 75/person*
• Musician honorarium	\$ 75/person*	\$ 75/person*
• Pastor honorarium	\$150*	\$150*
• Pastor honorarium for premarital counsel	\$150*	\$150*

Exceptions to these fees may be made on an individual basis. They must be approved by the Pastor/Head of Staff or Head of Deacons.

The Custodian honorarium for Fellowship Hall may be waived if cleaning is done by the renter and the room was left in the condition in which it was found.

Check for building use should be made out to Glen Lake Church.

\*All honorarium checks should be made out to the individual involved and given to person or the office administrator for distribution.

#### Cancellations and refunds

Please contact the church as soon as possible if you need to cancel your event. Cancellations made 30 days or more prior to the scheduled event will receive a full refund. No refunds will be given with less than 30 days notice.

#### Miscellaneous

For-profit and commercial activity must be approved by the Consistory. Such applications may take a longer time for approval.

I understand and accept these guidelines for use.

\_\_\_\_\_  
Signature of Renter                      Printed name of Renter                      Date

\_\_\_\_\_  
Signature of Church Representative                      Date