

Grace Episcopal Church
4110 S Ridgewood Ave, Port Orange, FL 32127-4519

Building use request form

Contact Name: _____

Ministry: (If applicable) _____

Address: _____

Phone #s Daytime _____ Evening _____

Email: _____

Date(s) and time(s) of meeting(s) _____

Recurrence (Please be specific, 1st & 3rd Monday, every other Monday, 1st Monday of the month)

Building(s)/Room(s) request

(Please rank your top three preferences for permanent meeting space)

Church _____ Chapel _____ Goddard Hall _____ (entire hall)

Goddard (stage end) _____ Goddard (center) _____ Goddard (Kitchen end) _____

St. Matthew's _____ St. John's _____ St. Mark's _____ St. Luke's _____

Conference Room _____ Nursery _____ Library _____

Kitchen _____ Trained kitchen supervisor _____

Please reserve specific dates when rooms or building will be used, if it is not needed for every meeting.) _____

Equipment Request (Please reserve specific dates when equipment will be used, if it is not needed for every meeting.) _____

Overhead Projector _____ Computer hook up (for presentations) _____

TV/VCR _____ (specify) Big Screen/ on the cart / projection

Microphone(s) # _____ Type _____ wireless/floor

Piano _____ Other _____

Ministry contact person is responsible for opening and closing the building, set up and clean up and ensuring that all building use procedures are followed. Keys must be requested by the ministry contact person and returned to the parish office after use. After use all room are to be returned to their original set up.

Grace Episcopal Church, Port Orange

BUILDING PROCEDURES FOR ALL EVENTS *1-29-14*

Thanks for choosing the Parish Life Center for your group's meeting or event. Please help us to keep this building both secure and readily usable for others by observing the following:

Grace is a totally Non-Smoking campus, including parking lots. There are NO designated smoking areas. Those who wish to smoke are expected to leave the campus. Groups which fail to ensure complete compliance by their members will be denied future building use.

Use of facilities is first and foremost to facilitate the ministry of the church. Grace reserves, without exception, the right to deny use of the facility to any group, if the nature of the group making the request or the time of the proposed use, contravenes the ministry of the church. Capacity for the Parish Hall is 200, with the use of tables and chairs the capacity is significantly less, probably around 142.

"Parishioner" refers to anyone listed in the parish register. "Not for profit" refers to any group meeting 501(c)(3) criteria as set forth in IRS guidelines.

OPENING PROCEDURES:

1. You'll need a key! Please contact Carla White, our parish administrator, Mon - Thurs, 9:15 a.m. - 3:30 p.m. to secure a key for the appropriate entrance(s).
2. If you are unlocking (one revolution of the key in the lock will set the glass doors to either "open" or "locked" positions) the facility for use, please turn on lights & A/C or heating in the areas you will be using as soon as you enter the building. We have found it helpful to turn the classroom/nursery wing thermostat to 70°, fan "on" during summer months. Winter will generally be comfortable at 68°.
3. If you are meeting in the classroom/nursery wing, and find the door to the parish hall lobby propped open, please leave the door in that position. When it closes, it locks, and other groups who need access to the bathrooms may be meeting in the parish hall, library, conference room, St. Celia, etc.
4. Likewise, if you are meeting in the parish hall, library, conference room, St. Celia, etc., be aware that the door to the bathrooms in the classroom wing will need to be propped open, or your group members will find themselves "locked out" and unable to return to you!
5. Please be aware (and hospitable) to other building users. We frequently host 3-4 meetings and/or group activities at the same time. It is helpful to alert your group to the presence of others and request that they be considerate of others' needs (for quiet...restroom access...etc.).

CLOSING PROCEDURES:

1. Please return the A/C to 80° (summer) or 65° (winter) in your area, *if you are the last group* to depart any particular area of the building.
2. **EVERY GROUP:** Please check the restrooms, every stall for “surprises” and/or running water, and turn off lights prior to departure. If you have used the nursery area, please check for soiled diapers. Please take any and all garbage to the dumpster located at north end of building (kitchen end) near corner of Church & Monroe Streets.
3. If you are the last group leaving an area, be sure that all exits are locked (push on the frame of the door to test). Again, one revolution of the key in the appropriate direction should change the locking status.
4. The last group to leave the facility, **PLEASE CHECK TO SEE IF THIS IS YOU!!** Please check every exterior door to the Parish Life Center (with exception of the office wing). There are 4 exterior doors on the west wall of the Parish Hall, 1 exterior to the kitchen, 4 exterior doors from the Parish Life Center lobby, and 2 exterior doors to the Classroom/Nursery wing. If you notice that the A/C is running in any part of the building, we ask that you please turn it to the appropriate settings, 80° (summer, fan “auto”) or 65° (winter fan “auto”). We appreciate the door between the classroom wing & parish lobby be closed by the last building user.

OTHER “HELPFUL” INFORMATION:

Telephones - Telephones are available for your use in the office, conference room, and library. In the library, you may dial a local “outside” number by picking up the handset and dialing 9+ the number. Long distance (even credit card) calls cannot be placed from this phone.

Spills, messes and breakage - When a building is in use, accidents will happen. Please help us keep our facility neat, tidy and SAFE by doing your best to clean up after any accidents (or just the usual debris following a meeting or activity). A broom and dustpan are located next to the hand sink in the kitchen. Spills are probably best handled by using damp paper towels. For any breakage of equipment or major item in the hall, please leave a note or phone message for the church staff (767-3583).

Fire Alarm System - If the alarm system goes off during your event, please leave the building immediately! If it is after office hours, please find a safe place away from the building and call the following people. Paul Trader (386-233-3345) or Hal Read (386-427-2239). They will not be able to shut the alarm off, but will be called by the alarm monitoring company, and they can let them know the situation.

Sprinkler System - The building is equipped with a dual fire-suppression/sprinkler system. One set of sprinkler heads are visible in the ceilings of rooms and corridors. A second set of sprinklers are located between the ceiling and roof area. If the sprinkler system goes off, please evacuate the building immediately and call the people referenced above.

SANCTUARY/CHAPEL USE

Use of the Church Sanctuary and/or Chapel shall be at the sole discretion of the Rector. Arrangements for guest clergy likewise shall be made through and approved by the Rector.

Grace makes available a “Wedding Guide” to provide assistance in planning the use of the Church sanctuary or chapel. Details of plans for flowers and decorations, to be used in the service, should be communicated in advance to avoid conflicts with the ministry of the church.

Arrangements should be made in advance with the Grace Alter Guild if communion is planned for your service.

Use of plasma screens will require an onsite audio/visual technician.

No decorations may be affixed to the structure or furnishings of the church sanctuary or chapel which would mar or damage the structure or furnishings. Any kind of glitter used is strictly prohibited in either facility.

The church sanctuary/chapel are to be cleaned of all flowers and/or decorative items immediately following the event and the facilities left in the condition in which they were found originally.

The sanctuary/chapel is places of worship and all users and their guests are asked to govern themselves accordingly.

Arrangements for musicians and clergy are separate from this agreement but remain subject to the approval of Grace Episcopal Church.

STAFF REQUESTED (check all that apply)

_____ Sexton

_____ Audio/Visual Tech

_____ Kitchen Support

_____ Wedding Guild

_____ Altar Guild

GRACE EPISCOPAL CHURCH FACILITY USE FEE SCHEDULE

Name: _____ Phone _____ Event Date: _____

Area/Purpose	Parishioner	Not for Profit	General Public	Amount Due
Main Sanctuary	\$250	\$250	\$750	
Chapel	\$250	\$250	\$750	
Parish Life Center				
Goddard Hall (All)	\$200	\$200	\$400	
Goddard Hall (Stage End Only)	\$75	\$75	\$150	
Goddard Hall (Center Section)	\$50	\$50	\$100	
Goddard Hall (Kitchen End)	\$75	\$75	\$150	
Goddard Hall (Kitchen Serve)	\$50	\$50	\$100	
Kitchen Prepare/Serve	\$100	\$100	\$200	
Conference Room	0	\$20	\$50	
St. John's Classroom	0	\$20	\$50	
St. Matthew Classroom	0	\$20	\$50	
St. Cecilia (Music Room)	0	\$20	\$50	
Nursery	0	\$20	\$50	
Sexton (required for full hall rental)	\$100	\$100	\$150	
On Site Audio Tech (required for use of sound system/plasma screens)	\$75	\$75	\$75	
Kitchen Personnel (required if food prep is done)	\$100/each	\$100/each	\$100/each	
<p>Note: A 25% minimum deposit is required when the booking is confirmed with the balance due paid no later than two weeks before event.</p> <p>A refundable damage deposit of \$400 is required for the use of the Sanctuary, Chapel, and/or Goddard Hall. Each facility key requires a %50 deposit, refunded when the key is returned.</p>	Total			
	Deposit	Date:		
	Balance Due	Date:		

Capacity = 200
w) tables + chairs = 142

