



# Grace Fellowship International Church

123 W. Tenth St. Erie, PA 16501-1409  
(814) 459-4722

## **Building Use Agreement**

### **Use of Large Sanctuary**

There will be a total charge of \$250 which should be sent with the contract. The fee includes a \$50 refundable security deposit if the sanctuary is properly cleaned.

### **Use of Fellowship Hall and Kitchen**

There will be a total initial charge of \$150 which should be sent with the contract. The fee includes a \$50 refundable security deposit if the sanctuary is properly cleaned and furniture returned to its original location.

### **Use of Small Sanctuary**

There will be a total initial charge of \$75 which should be sent with the contract. The fee includes a \$25 refundable security deposit if the sanctuary is properly cleaned and furniture returned to its original location.

### **Other options**

#### **Sound Equipment**

Use of our sound equipment requires that our sound technician be present. The expected fee is \$50.00

#### **Additional Rooms**

Rooms are available for meetings, hospitality, dressing rooms, etc. Please reserve rooms with a description of use and people capacity necessary. A \$25 cleaning fee will be billed for each room that is not properly cleaned.

#### **Custodian**

Your initial fee included cleaning service and will be refunded if areas are properly cleaned. Please indicate on the contract if you would like our custodians to clean.

# Building Use Contract

We, individually and jointly, agree to contract with Grace Fellowship International Church for the following arrangements and will make all necessary payment of fees as delineated in the Building Use Agreement.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Building Use Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Please check all the rooms and options that you are contracting for.

\_\_\_ Large Sanctuary (\$200 rental and \$50 deposit) \$250.00

\_\_\_ Fellowship Hall (\$100 rental and \$50 deposit) \$150.00

• Kitchen required \_\_\_

\_\_\_ Small Sanctuary (\$50 rental and \$25 deposit) \$ 75.00

\_\_\_ Sound Equipment and Technician \$ 50.00

• Video/PowerPoint required \_\_\_ \$ 25.00

• Stage Lighting required \_\_\_

\_\_\_ Café food and beverage service

\_\_\_ Additional Rooms

• Café Dining

• Game Room

• Computer/Lounge

• Ping Pong Room

• \_\_\_ Description of Use \_\_\_\_\_

Capacity required \_\_\_\_\_

• \_\_\_ Description of Use \_\_\_\_\_

Capacity required \_\_\_\_\_

\_\_\_ Custodian to clean (deposit retained) **Total Fee** \$ \_\_\_\_\_

Now, therefore, intending to be legally bound, we hereunto set our hand, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title / Position

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## **General Rules of Building Use**

1. No use of tobacco, alcoholic beverages, or illegal drugs on church premises.
2. No relocation of furniture without the consent of the church administration.
3. Food and Beverages in fellowship, kitchen, or other designated area only.
4. Any damage to church property will be the responsibility of those persons requesting the use of church property.
5. All tables and chairs must be set up by the party and be returned to their original positions immediately following the function.
6. No church property shall be removed from the church without the prior written permission of the church administration.
7. The thermostat and register settings are not to be changed by anyone except those persons authorized by the church administration.
8. Please turn off the lights not in use. In lighting panels. Please turn off only those lights you turned on.
9. No one is to use the church sound and musical equipment without prior written permission.