

## Grace Church Facility Usage Policy

**Approved Events:** We welcome all events that are in agreement with the values of our faith. Due to high usage of our large spaces, we are unable to rent the facility to non Grace Church members for private parties or events.

**Reservations & Cancellations:** Reservations should be made as soon as possible as space is limited. Events will be confirmed after payment is received. There will be a \$100 cancellation fee for cancelled events.

If cancellation is necessary, a refund will be granted when cancellation notice is made at least two weeks in advance of the event.

Pastoral staff reserves the right to cancel or rearrange room assignments should an unforeseen, significant need arise. This occurrence is *extremely rare*.

**Fees:** Fees are based on the total time the room is reserved which includes your set up and clean up times.

**Rental hours:** 8:00 AM – 9:45 PM. This means all groups need to have their rooms cleaned up and all attendees out of the building by 9:45 PM. Due to events often scheduled back-to-back in the same location, it is imperative that you clean up and vacate the building at your scheduled end time.

Requests beyond rental hours must be approved and will result in additional fees.

**Set-up & Decorations:** Rental fee includes set up of tables and chairs for your event. You are responsible for decorating and cleanup (picking up and bagging trash, wiping tables). Glitter, confetti, and silly string are not permitted.

**Not permitted:** Dancing, inappropriate music, and alcoholic beverages are not permitted.

**Kitchen Use:** A paid kitchen staff member is required when using the Main Kitchen. If you plan to use the larger coffee makers (make more than 10 cups) in any of the three kitchens, an appointment for special instruction by our kitchen director is required. Please call Jill Cron @ 724-991-1229 or email [jill.cron@gracecma.org](mailto:jill.cron@gracecma.org). Kitchen equipment is to be cleaned and left in good condition.

**Payment:** Make all checks payable to Grace Church. Mail or drop off at the church office.  
Grace Church  
7393 Pearl Road  
Middleburg Heights, OH 44130  
ATTENTION: CINDY KING

**Last Minutes Changes & Unplanned Extensions:** If possible, we'll try to accommodate last minute changes, but additional fees will result.

**Events that run beyond rental agreement time will be assessed a penalty of 2X the hourly room rate** and/or consideration for future events may be impacted.