



GRACE BRETHREN CHURCH of Millersburg

Policy for Church, Property, & Equipment Use

As a service to our members and regular attendees, the Trustees have made the church building, its facilities, and some church equipment available for your personal use. Here are a few guidelines to help regulate this use:

- 1) If you use any of the rooms of the building, please sweep them and put them back in condition for use for the next church service. This will really help our cleaning crew.
- 2) If you use any equipment in the building (such as TV, tables, chairs, etc.), please put them back where they belong. This will also assist our cleaning crew.
- 3) If you borrow church equipment for use at home or outside the building, please return them clean and put them back where they belong. Again, our cleaning crew thanks you.
- 4) If you want to borrow anything from the church, call the Trustee of the Month (listed in the bulletin and newsletter). There will be a *24 hour waiting period* so that he can check the master church calendar so that we do not have two groups trying to use the same equipment at the same time.

RENTAL FORMS -- Attached below is a form for **building/property use** and **church equipment use**. Please fill out the appropriate form and submit it to a trustee.

Thank you for being an important part of our church family.

Kitchen Policy

You are welcome to use the church and the kitchen but you must:

- 1) Check first with a trustee to make sure of availability and record on church office calendar [in case of special events which will use the kitchen]
- 2) Clean up after yourself and restore to original setup
- 3) Package all open foods.
- 4) Label and date anything left in refrigerator
- 5) Take out the trash.
- 6) Take home all dishes and leftovers

Anything left will be thrown away or used.



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Use of Building and/or Property Form

This rental agreement is entered into on _____ (date), between the Grace Brethren Church of Millersburg (Owner), whose address is 4960 TR 305, Millersburg, Ohio, 44654, and _____ (Renter, whether one or more), whose address is: _____, and whose telephone number is: _____.

1. RENTAL AGREEMENT. Owner agrees to rent to Renter the use of the building and/or property, located at the address listed above, during the hours of _____ to _____ on _____ (the Rental Date), for a rental in the sum of _____, plus a fee of _____ per hour for attendant and/or janitorial services. The advance rent shall be paid in full at the time of the reservation. Renter plans to have approximately _____ guests at the building on the Rental Date.

2. SECURITY DEPOSIT / CANCELLATION / REFUND. No separate security deposit is required. Renters shall have the right to cancel this Agreement and receive a full refund of the advance rent if the cancellation is made in writing, at least ten days before the reservation date.

3. USE AND CARE OF THE BUILDING AND/OR PROPERTY. Renter will use the building and/or property in a careful, safe and proper manner, and will not commit or permit any damage or waste; will comply with all Rules and Regulations established by the Owner; and will comply with all applicable laws. Renter shall not exceed the buildings recommended maximum occupancy capacity. There will be no smoking in the building.

4. FOOD AND BEVERAGES. Owner reserves the right to approve all food service arrangements in the building. No alcoholic beverages will be permitted in the building.

5. CLEAN UP. At the conclusion of the event, Renter will be responsible for any excessive clean-up, as determined by the Owner.

6. HOLD HARMLESS. Renter agrees to hold Owner harmless against any damages or losses.

MGBC, 4960 TR 305, Millersburg, Ohio 44654
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www.millersburggrace.com



GRACE BRETHREN CHURCH of Millersburg

Use of Church Equipment Form

I would like to borrow the following item(s)....

Number	Description of Item(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Event _____
Date Borrowed _____
Date to be Returned _____

Please check with the Trustee of the Month well in advance of event.
No decision will be made for at least 24 hours to give adequate time to check the church's master events calendar.
Items will loaned out on a first come, first served basis.
Arrange with a trustee in advance for time and date of pickup so that church will be open.
All items will be returned clean and in the condition they were in when taken.
All items will be put away in the spot where they were taken from.

I have read and agree to the above conditions.

Signed