

Grace Fellowship Facility Use Request

Today's Date: _____

Date(s) of Event: _____ Day of Week: _____

Room Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Group or Event: _____

Contact person: _____ (Respond to request by: (choose one or both)
Phone # _____ or E-Mail _____

Room(s) Requested: _____ Number of People Attending: _____

Special Requirements

Sound Requirements: Portable Sound System ____ # of Lapel Mics ____ # of Wireless Mics ____
of Corded Mics ____ Instrument cable(s) ____ Music Stand(s) ____

Audio/Visual & Other Requirements: Podium CD Player Cassette Player
Overhead Projector Screen Flip Chart Dry Erase Board TV
LCD Projector VCR player DVD player Other _____

Sound Booth Technician Required? Technician Assigned _____
Power Point Technician Required? Technician Assigned _____
Lighting Technician Required? Technician Assigned _____
Video Director Required? Director Assigned _____

**If DVD, Video, or Power Point is requested in the main Sanctuary, a Video Director is required.*

Room Set-Up: *Briefly describe and/ or sketch the placement of tables, chairs, and equipment:*

Please read back page before signing

Signature

Date

Please return this form to Gerry Pettograsso, Facility Manager, at the Information Center counter or Fax to (518) 785-1875. Questions can be addressed to Gerry at 785-4959 x323.

Room(s) Assigned: _____ Date responded to request : _____ Activity Sign Made: Y / N Fob/code issued: Y / N

Building Use Policy

Welcome to Grace Fellowship church. This facility is a tool provided by God for use in spreading the Gospel of Jesus Christ to the Capital District. Therefore, as long as a request does not conflict with a scheduled service or other planned church activities, many of the rooms in the building will be available at the discretion and approval of the church staff.

Please make requests for the use of rooms by completing the *Facility Use Request* form on the opposite side. Return the form to the Facility Manager at least one week prior to the desired date of use.

Outside groups may use the church under two conditions. First, as long as the philosophy and aims of that organization do not conflict with the moral and social standards of Grace Fellowship; and second, that they agree to pay for the use of the room(s) as set forth in the schedule of fees which is available upon request. There is no fee for ministries sponsored by Grace Fellowship.

Food & Drink

Please note that there are certain restrictions regarding the use of food and drinks in the facility. Food is allowed in most rooms. This includes the Fireside Room, Castle, Cool Street, and the Multi-purpose room. The exceptions are the Sanctuary and certain Kid's Celebration rooms that have an allergy alert sign on the door. It is expected that proper care will be taken to avoiding spills and that cleaning up will take place when your meeting is complete. All food brought into the building **must** be removed as there is no storage space for food at this time.

Location & Decorations

Meetings are to be confined to the assigned room or designated area. Children must be strictly supervised at all times. Running, throwing balls, or otherwise treating this facility, as a playground is not allowed. Absolutely no decorations may be affixed to the ceiling or walls of any room.

Set-Up & Cleaning

Janitorial staff will set-up and return the room to its original condition. The janitorial staff will perform normal cleaning but it is expected that those using the room will clean spills and undue messes. If an event (except a wedding) is scheduled for a Friday night or Saturday (anytime), set up, teardown, & all cleaning will be the responsibility of the organizer. The room must be returned to its original state for Saturday and Sunday services.

Sound, Video, And Lighting Equipment

Musical instruments and electronic equipment on and around the platform may not be used, rearranged, or moved, without permission from the Grace Fellowship Worship Director.

A *Sound or Video Technician* must be employed in order to use any sound, video, or lighting equipment. Inquires as to fees and arrangements for hiring *Technicians* can be made through the Worship Director's office.

Additional Information

The use of alcoholic beverages is not allowed on or around the premises; nor is smoking allowed inside the building or along the front of the facility.

Damage or Loss

It is the responsibility of the user to cover the cost of repair or replacement for any damage incurred to the building or furnishings.

Grace Fellowship Church will not be responsible for any liability associated with damage or personal injury to persons or property arising out of the users maintenance or use of the facilities.

Agreement

By signing this form you agree to the aforementioned terms and conditions for using this facility. The staff of Grace Fellowship prays blessings upon you and is here to help in any way they can.