

GRACE COMMUNITY CHURCH
An Assemblies of God Congregation
600 S. Water Street
Salem, Missouri 65560
(573) 729-4573

Request Form ~ Use of Sanctuary

The Sanctuary of Grace Community Church (GCC) is set aside as a place of worship to fulfill the purpose of GCC which is to edify God and engage in His plan to reach our community. All activities held in the Sanctuary must be consistent with one of the criteria listed below. The use of GCC's facilities will not be permitted for political or personal business purposes.

#1) Religious wedding ceremonies – GCC's Wedding Policy must be adhered to and a Wedding Request Form must be completed. See rates in Wedding Policy.

#2) Religious funeral services – GCC's Funeral Policy must be adhered to and a Funeral Request Form must be completed. Usage fees do not apply for members and adherents.

#3) Community functions and outreaches deemed appropriate by the Pastor or his designee. Usage fees may be exempted for local schools at the discretion of Pastor or his designee.

Date and time must be requested and approved at least one month prior to the event with the exception of funeral services. Dates are subject to limitation according to staff availability and GCC's calendar. Events will not be scheduled on Wednesdays or Sundays or any other day of a scheduled church event, with the exception of a member's or adherent's funeral service. Monday through Friday evenings must be scheduled to be finished (including cleanup) no later than 9:00 pm. Saturdays may not be scheduled after 3:00 p.m. No events will be scheduled on holidays or holiday weekends.

Rates:

Grace Community Church Members and Adherents:

\$150.00	Use of Sanctuary (includes Custodial Fees)
\$ 50.00	Use of Sound Equipment and Technician
\$ 50.00	Use of Visual Media/Media Specialist

General Public:

\$250.00	Use of Sanctuary (includes Custodial Fees)
----------	--

\$ 75.00 Use of Sound Equipment and Technician
\$ 75.00 Use of Visual Medial/Media Specialist

Agreement:

I am requesting to use the Sanctuary of GCC for the purpose of _____
_____ on the date of _____, 20____. My event will begin at
_____ a.m./p.m. and will last for _____ hours. I understand I am responsible for all
properties of GCC while the Sanctuary is in my use and will not hold GCC liable for any
accidents/loss of property while on the properties of GCC.

I also understand all usage is subject to rates as listed above if my event is approved.

I understand that all requests must be approved by the Pastor or his designee and
submission of this form does not guarantee my ability to use the facility of GCC. I also
understand that any and all GCC events take precedence over any outside use
request.

I have read and understand the facility use requirements of GCC and the Use of
Church Facilities Policy.

Name (Please Print): _____

Signature: _____ Date: _____

Approval Granted: Yes / No