

**Grace Covenant Community Church  
Facility Use Fee Schedule/Guidelines  
Non-Profit Rentals**

**Fee Schedule-**

1. Events- Use of banquet hall area & kitchen: \$150.00 -- **5 hour rental\***

\*Five hours includes total time in the building: set-up, decorating and clean-up time.

\*Each additional hour is \$35.00.

**Please note:** Renter is responsible for clean-up of floors and disposal of trash or a \$60 janitorial fee may be assessed.

2. Events- Use of banquet hall area & kitchen: \$200.00 -- **8 hour rental\***

\*Eight hours includes total time in the building: set-up, decorating and clean-up time.

\*Each additional hour is \$35.00.

**Please note:** Renter is responsible for clean-up of floors and disposal of trash or a \$60 janitorial fee may be assessed.

3. Extended facility events- Use of banquet hall, kitchen & classrooms: \$300.00-- **12 hour rental\***

\*Eight hours includes total time in the building: set-up, decorating and clean-up time.

\*Each additional hour is \$35.00.

**Please note:** Renter is responsible for clean-up of floors and disposal of trash or a \$60 janitorial fee may be assessed.

4. Auditorium events- Please call for a quote based on your event needs.

**Sound Technician Fees/Guidelines**

In order for us to serve your needs and to ensure- to the best of our ability- that we help your event run smoothly, the following guidelines for GCCC sound services are set forth. **Any sound/video/computer needs MUST be made known to us when you are reserving the date/time!!!** (Examples: Microphone, Cordless Microphone, CD Player, IPOD/MP3 Player hook-up, Projector, Screen) **A flat fee of \$25** will be charged for the set-up of any or all of these items. **For auditorium events, a sound technician may be required (at our discretion, based on your sound needs) at an additional cost of \$85.** Renters requesting the use of GCCC sound equipment or services are required to contact us no less than two weeks prior to the event to discuss in detail all aspects of equipment/services needed. It is highly recommended that any and all personal electronic equipment (laptops, projectors, etc.) be checked for proper connections no less than two weeks prior to the event in order for us to ensure compatibility. (Please note: If you are using an Apple computer, you will need to provide a serial port adaptor).

**Facility Use Guidelines**

- No smoking allowed within the building. No alcohol allowed on property.
- **It is the renter's responsibility to set up, tear down, and clean tables and chairs before and after the event.**
- All tables, chairs, and other items moved should be returned to their original locations.
- Renters must furnish their own supplies---table coverings and paper ware, etc.
- Please have constant ADULT supervision of minors.
- It is the renter's responsibility to replace any broken items.
- No adhesive glue/tape may be used to secure items to the painted portions of walls or floors, as they are damaging to the surfaces. Non-residue fasteners such as Handi Tak may be used.
- The church is not liable for any injuries incurred while renter is using the facility.
- Deposit of \$50.00 is required to reserve the date.
- Balance is due on or before the day of the event.
- The renter should consider renter's insurance to cover personal property during event
- **The renter is responsible for obtaining any small games licenses required for games of chance (Chinese auctions, bingos, etc.). To obtain a license, contact the Treasurer at the Snyder County Courthouse. GCCC is not liable for any penalties incurred by not providing or displaying the required licenses.**

**Please call Shanda at 570-975-5709 with any questions, or email: g3crentals@gmail.com.**

**Facility Use Agreement  
Of Grace Covenant Community Church  
99 Café Lane, Middleburg, PA 17842 (570) 837-5809**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_-to-\_\_\_\_\_

What time would you like to come to set-up? \_\_\_\_\_

Approx. when will you be finished? \_\_\_\_\_

Please choose applicable Non-Profit Package(s):

#1 \_\_\_\_\_ (Banquet Hall & Kitchen Use, 5 Hours)-\$150.00

#2 \_\_\_\_\_ (Banquet Hall & Kitchen Use, 8 hours): \$200.00

#3 \_\_\_\_\_ (Extended Facility Use, 12 Hours)-\$300.00

\*\*Please note your sound system and computer needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount Due: (See fee schedule. Please include all sound and/or janitorial fees in this amount).

\$ \_\_\_\_\_

**• A non-refundable deposit of \$50.00 is required to reserve the date. Balance is due on or before the day of the event. Any money owed for additional hours will be billed after the event.**

I / We agree to the guidelines and fee schedule as set forth by GCCC.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_