

# Orchard View Church of God

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Building Rental Forms and Policies





## Building Use – Policies

Entire building use must be cleared through the church office and will be put on the master calendar with a contact name and phone number once we receive deposit. It will be this contact's responsibility to see that all areas used by the group are left in good condition or better than found.

*\*\* It is the responsibility of the contact to see that adequate supervision of children is provided. Two adults must be present for any meeting where children or youth are present. \*\**

### Kitchen

1. Any use of the church kitchen requires the user to clean up after use.  
**If you use it, please clean it up.**
2. The church does not provide materials such as paper products (cups, napkins, silverware, plates).

### Sanctuary

1. The sanctuary platform and instruments should only be used when participating in a service or practicing for service. Permission to use the instruments should be obtained by the Office Staff.
2. Use of the sound system must be done by a trained individual or arranged through the church.

### Entire building

1. Rough playing such as running, playing tag, throwing balls, etc. cannot be permitted inside the building.
2. Smoking is not permitted inside the building. It is permitted outside but not encouraged.
3. Alcoholic beverages are not permitted inside or on church property.
4. **No red or grape punch allowed.**
5. Sticky tack must be used to post objects to the walls.



**BUILDING AND EQUIPMENT USE REQUEST FORM** Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Organization/Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
 (Time must include setup and cleanup time)

**ADDITIONAL SERVICES NEEDED:**  
 \_\_\_\_\_

**Other Information:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIAL REQUIREMENTS/EQUIPMENT**

\*\* Please sketch a diagram of special set up on reserve side of this form \*\*

- \_\_\_\_\_ Chairs (120 available)
- \_\_\_\_\_ Long Tables (6 – 72" Long, Seats 8)
- \_\_\_\_\_ Round Tables (15 – 60" Round, Seats 6-8)
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Music Stands (4 available)

I, as the contact adult, agree to be responsible for rental and fees on behalf of the event indicated above. In addition, my group shall assume all liabilities for damage which may occur in, on or about any Orchard View Church of God property during the above-named building use. I understand that any amount may be deducted from the amount of the \$250.00 deposit, and I will be responsible for any amounts above and beyond \$250.00.

\_\_\_\_\_ Contact's Printed Name      \_\_\_\_\_ Contact's Signature      \_\_\_\_\_ Date

**OFFICE USE ONLY** **Total Fees Due:** \_\_\_\_\_

➤ Security deposit Received: \_\_\_\_\_ Check# \_\_\_\_\_  
 ➤ Balance of fees paid in full (15 days prior to event) Received: \_\_\_\_\_ Check# \_\_\_\_\_  
 Facilities Inspection Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Deposit returned: \_\_\_\_\_ Date: \_\_\_\_\_



**PRICE SHEET**

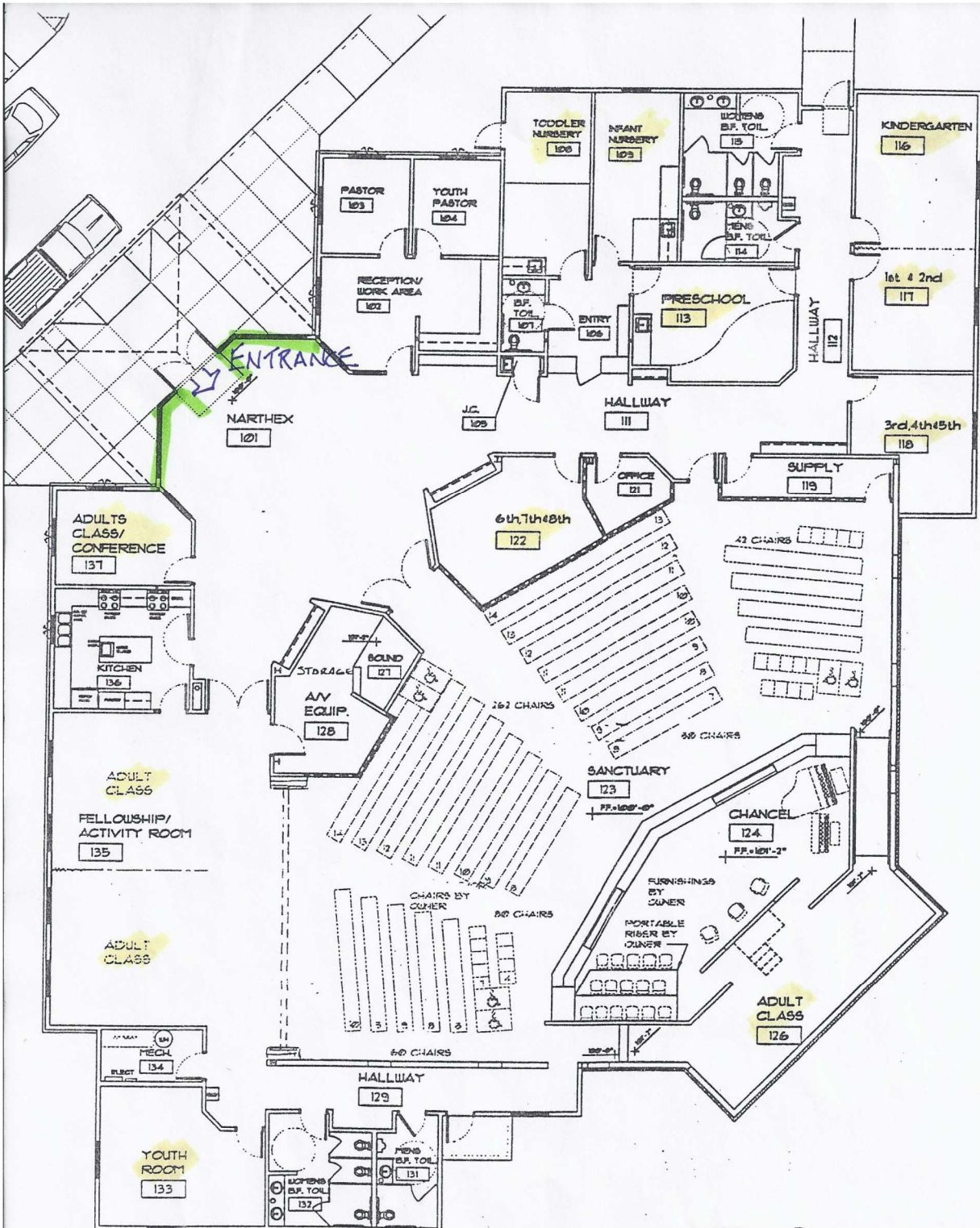
**GENERAL USE FEES:**

CHECK ALL THAT APPLY	MANDATORY FEES	PRICE
	Deposit (refundable per above)	\$250.00
	Custodial Services	\$100.00
	Building Host (Required)	\$50.00
	Fabric tablecloths laundering	\$50.00
	<b>ROOM RENTAL</b>	
	Worship Center	\$250.00
	Fellowship Hall/Kitchen (same day usage)	\$200.00
	Classroom (priced at each)	\$50.00
	<b>SERVICE RENTAL</b>	
	Instrumentalist (if available)	\$75.00
	Pastor	\$200.00
	Sound System and Technician (includes 3 mics) – 2 hours (\$50 each additional hour)	\$50.00

**FUNERAL/MEMORIAL SERVICE FEES:**

CHECK ALL THAT APPLY	MANDATORY FEES	PRICE
	Building Host (Required)	\$50.00
	<b>ROOM RENTAL</b>	
	Worship Center (includes use of Fellowship Room)	\$250.00
	<b>SERVICE RENTAL</b>	
	Instrumentalist (if available)	\$75.00
	Sound System and Technician (includes 3 mics) – 2 hours (\$50 each additional hour)	\$50.00

\_\_\_\_\_ **TOTAL DUE**



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