

## FACILITY POLICY

### RESERVATION FEES

- ✓ **DEPOSIT** \$50 (will be refunded if no damages or additional expenses are incurred by the church as a result of your building usage)
- ✓ **NONREFUNDABLE FACILITY RENTAL FEE** \$150
- ✓ **AUDIO/VISUAL TECH FEE\*** \$50
- ✓ **KITCHEN FEE\*\*** \$50

Please note that these fees do not include an honorarium to the pastor, which is your responsibility.

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### CUSTODIAL SERVICES:

Custodial services will be furnished by the church. Our custodians are Jim Neumann (989.220.6908) and Michael Glupker (989.798.6621). The custodians will coordinate the set up and clean up of all areas used.

#### **You are responsible for the following tasks:**

- Communicate with the custodians all details of the proposed arrangement/set-up of the building.
  - Contact the office staff two weeks in advance (if you do not have a key) to coordinate building entry for set-up and all deliveries to the church.
  - Set up tables and chairs AND take them down and put them away after your event. Contact Michael Glupker for specific instructions.
  - Removal of all materials, decorations, and items used for your event.
  - A general "picking up."
  - Removal of any and all kitchen and food trash to dumpster (south parking lot, west side)
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### \*AUDIO VISUAL SERVICES:

Our Audio Visual system in the auditorium may be operated only by an IBC AV technician. You are responsible to schedule an IBC tech for the wedding ASAP. Please contact Tom Peck (989.980.9071) for the names of techs who may be available for your event. Please notify us one week prior to your event to let us know the name of the AV tech for your event.

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### \*\*KITCHEN USE:

If the kitchen will be used, the responsible party must notify the Deaconess Chairwoman, Debby Glupker (989.777.4018). Such notification must take place no later than one month prior to the Event. The guidelines for kitchen usage will be explained to the responsible party and any caterer being used. You will be responsible for providing your own kitchen supplies (coffee, paper goods, etc.).

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**Time Considerations:** The church must be vacated by 9:00 P.M. on Saturday or by 11:00 P.M. any other weekday night, unless prior arrangements have been approved.

**No alcoholic beverages or smoking** are allowed on the church properties.

**NOTICE:** Absolutely no balloons are to be left in the building overnight! The movement will set off the alarm system. If you do use balloons on the day of your activity, please make sure they are removed from the building when you leave. Do not leave balloons on the ceilings!

***Thank you for helping us keep our building clean and well cared for.***