

Church Facilities Reservation Form

INSTRUCTIONS: Please complete this form and give it to one of the pastors or church secretary as soon as possible. Approval is based on availability of the church facilities and you must agree to GHAC's policy guidelines (on the back). Read thoroughly before signing.

PLEASE NOTE: Regular services and activities are not subject for reservation, such as Sunday Service, and etc. Also, reservations cannot be made during above said times. For more information, please ask for assistance.

Person in Charge:	<input type="text"/>	Group's Name:	<input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
Date Requested:	<input type="text"/>	Time:	<input type="text"/>

ACTIVITIES:

- Gratitude to God
- Wedding
- Graduation Party
- Concert
- Seminar/workshop
- Funeral (For cooking only)

Other:

ROOM REQUEST:

- Sanctuary
- Kitchen & Basement Hall
- Basement Hall Only
- School Room(s)

Other:

I understand that I will occupy only the room(s) indicated on this form and will be held responsible for any damages, clean-up, mopping the floor, re-organization of chairs and tables, taking out of all the garbage, turning off lights, locking all the doors, and will return key(s) to the appropriate personnel (trustees). I agree to donate \$150.00 (member)/\$600.00 (non-member) for the use of the church basement or sanctuary, \$800.00 for the use of both the sanctuary and basement, or \$50.00 (member)/\$100.00 (non-member) for the use of a room located in the school building to the church to help with utility costs. I will also pay an additional \$100.00 (refundable) deposit (members/non-members) for trash clean up. In the event that I do not fulfill my responsibilities with trash clean up, I understand that my deposit will be forfeited and not refunded. Additionally, use of the chapel requires a \$50.00 (non-refundable) donation for a sound technician to manage the sound equipment located in the chapel area. This fee will be collected at the time of the reservation. At no time are you, or any in your party, permitted to work the sound equipment in the chapel!

Please write check payable to: [Grace Hmong Alliance Church](#)

 **Please read the policies and guidelines on the back before you sign (if you print, please print both sides)** 

Reservation Signature:	<input type="text"/>	Date:	<input type="text"/>
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Office Use Only

Received Date:	Approved:	Yes	No
Comment: <input type="text"/>			
Approved By:	Date: <input type="text"/>		

GHAC Reservation Policy

The following is GHAC's policy regarding church reservations: Any persons wishing to use the church building(s) must complete the "Church Facilities Reservations Form" and return the completed application to the pastoral staff, the Chairman of the Governing Board, or the Church Secretary. After review of the application, it will be determined whether or not the reservation will be permitted. Upon approval, you understand and agree to the following guidelines set forth by GHAC and outlined down below:

I. The Following Are Not Permitted on Church Grounds:

1. Smoking inside the building(s) and/or anywhere on the premises
2. Consuming or bringing in alcohol of any type
3. Bowing and/or worshiping (pe) anyone/anything other than God
4. Spiritual ritual ceremonies such as, but not limited to, (Khi Teg, ua kevcai dlaabqhuas, hlavvxyaab hlavvntawv, laigdlaab, ua khawvkoob,)
5. Dancing or singing of secular songs, (has lugtxaj pleeg)
6. Fighting
7. Gun (weapon)
8. And anything else that contradicts the Christian beliefs of GHAC

II. At the Close of the Event:

1. You must provide your own large garbage bags (55 Gallons) or replenish the church supply
2. You must dispose of any grease/oil used during cooking appropriately. Do not pour down the sinks or trash can. Place any unwanted grease/oil into the large oil drum located outside. If you do not know where it is, please ask the custodian.
3. Wash and clean any used cooking equipment and return them to their original storage places.
4. Sweep and mop the floors.
5. After mopping please dispose of the dirty water and return all cleaning materials to their storage places.
6. Return all chairs and/or tables to their original set-up.
7. You are responsible for disposing of all of your garbage. You may not throw them into the church trash bins. If you do so, or you fail to clean up your trash, you understand that you forfeit your \$100 trash deposit. Milwaukee Self-Help Center Hours are:

6660 N. Industrial Road & 3879 W. Lincoln Avenue

April 8, 2012 thru November 24, 2012

Tuesday - Sunday 7:00 a.m. to 3:00 p.m.

Closed: Monday

GHAC reserves the right to refuse the reservation and/or use of any and all church buildings if you, or others in your party, fail to comply with any of the guidelines set forth above. If you have any further questions, please call (414) 643-5272.

By signing below, I agree to all the terms and conditions set forth by GHAC for the use of any and all facilities located on the church grounds. I understand these terms and will ensure that all members of my party will adhere to said terms and conditions. I certify that I am not reserving the facilities on behalf of other relatives and/or persons, but am myself the host/hostess of the event.

Applicant Signature:

Date: