

## FACILITY RENTAL RULES AND RESPONSIBILITIES OTTAWA REFORMED CHURCH

### I. THE RULES

- A. **THE PURPOSE OF THE RENTAL** shall not be (or deemed to be) contrary to or in conflict with the "ORC Statement of Beliefs." Any purpose that may appear contradictory must be approved in advance by the ORC Board of Elders.
- B. **ALL RENTALS or USE** of the GRACE Center, Youth Room, Fireside Room, Meeting Grounds, and Sanctuary must go through the church office for approval.
- C. **NO SMOKING (TOBACCO OR MARIJUANA), VAPING, OR ALCOHOLIC BEVERAGES** are allowed on church property.
- D. **NO** rollerblading, skateboarding, bicycling, etc., are permitted inside the buildings.
- E. **NO** dancing, DJs, or bands are permitted without prior permission from the Executive Council.
- F. **NO RED, ORANGE, OR GRAPE** sodas, punches, or Powerade drinks inside the facilities.
- G. **NO** moving of TV/DVD carts or tables & chairs out of classrooms without prior permission.
- H. **NO** kitchen items, tables, chairs, etc., are to be taken or used from the GRACE Center or church building without making a request through the office.
- I. **RENTALS DO NOT INCLUDE** the use of the classrooms or the nursery unless you have requested them.
- J. **USE** of the church dishes, utensils, coffee pot, etc., is allowed with a kitchen rental. However, these items are not to leave the church property.
- K. **IF A PIG ROAST exists**, the roaster must be placed on the grass to the east side of the Grace Center, NOT on the blacktop or cement.
- L. **OUTSIDE CATERING SERVICES** must comply with all other building requirements.
- M. **USE OF THE CHURCH PROPERTY** is limited to the day of the rental only. Decorating, food storage, etc., must occur during the rental time. Exceptions are at the discretion of the church staff.
- N. **ALL RENTALS** are expected to conclude by **10:00 PM**.
- O. **THE OFFICE STAFF WILL PROGRAM ENTRY TO THE CHURCH & GRACE CENTER** to allow your group entry 60 minutes before your rental time & will be locked 60 minutes after your rental time to allow for setup/cleanup. If you need additional time, please contact the church office with your request one month before your rental date. Your rental gives you access to the exterior door, kitchen, freezer area, ball closet, table/chair room, and supply closet (door to the right of the table/chair room).
- P. **MUSIC & ENTERTAINMENT** must be in keeping with a Christian theme.

## II. THE RENTER'S RESPONSIBILITIES

- A. **NOTIFY** the church office if the times/circumstances of your event change.
- B. **KEEP THE ENTRY DOORS SHUT and NOT PROPPED OPEN.**
- C. **SETUP AND TAKEDOWN** of all tables, chairs, or anything else you use.
- D. **REMOVE ALL WASTE**, including kitchen, bathrooms, and entryway. Extra trash bags are usually in the bottom of the receptacles.
- E. **VACUUM ALL AREAS THAT WERE USED**, including kitchen rugs, floor, and entry mats. In the GRACE Center, the vacuum is in the supply closet in the gym (to the right of the table/chair room). In the church's upper level, a vacuum and cleaning supplies are located in the closet in the Fireside Room.
- F. **WASH, DRY**, and return dishes to where they were. Clean coffee pots and dispose of grounds.
- G. **NO FOOD ITEMS** are to be left on-premises or in the refrigerator or freezer.
- H. **WIPE DOWN** all countertops, stoves, and sinks.
- I. **CHECK THE BATHROOMS** for unflushed toilets and to clean up any messes. Please wipe down the countertop with a paper towel.
- J. **LEAVE DIRTY KITCHEN TOWELS** in the washing machine (the washing machine is in the room directly off the kitchen with the mop sink in it). If you are using the Youth Room, leave dirty kitchen towels in the container labeled dirty towels. If you use the kitchenette in the lobby, leave dirty towels under the sink.
- K. **TURN OFF ALL LIGHTS.**
- L. **LOCK ALL DOORS THAT YOU UNLOCKED.**
- M. **MAKE SURE NO ONE IS LEFT IN THE BUILDING.**
- N. **REPORT ANY AND ALL DAMAGES** or concerns to the church office or the custodian as soon as possible (church office 616.512.9251, custodian 616.928.7994). The renter is responsible for all damage to church property.

## III. ADDITIONAL INFORMATION

- A. Rentals to ORC members may be made up to **one year in advance**; non-members up to **six months** in advance.
- B. Forty round tables, 72" in diameter, are available for your use (seat 8-10 people each).



Contact: Church Office  
Phone: 616.512.9251  
[office@ottawareformed.org](mailto:office@ottawareformed.org)  
office hrs: Mon-Thu, 9am-3pm

## Facility Rental Contract

### Contact Information:

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information:

Type of Event: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Facility/Fee - per 4-HOUR RENTAL

**\*ADDITIONAL HOURS ARE AN EXTRA \$50 PER HOUR\***

- Meeting Grounds \$50
- Fireside Room \$50
- Youth Room \$75
- Grace Center \$200
- Extra Hour \$50 (per each extra hour)

**\*PAYMENT FOR RENTAL MUST BE RECEIVED ONE MONTH BEFORE RENTAL DATE\***

**I (we) have READ all the Rules and Responsibilities and agree to them.**

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(Please sign above)

**\*THE APPROPRIATE DOOR(S) WILL BE SET UP TO BE OPEN DURING YOUR RENTAL BY THE CHURCH OFFICE STAFF\***

### Make checks payable to:

*Ottawa Reformed Church  
11390 Stanton Street  
West Olive, MI 49460*