



The Mon-Valley Christian & Missionary Alliance Church

1011 Fells Church Road

Belle Vernon, PA 15012

724-823-0453

www.gospelalliancechurch.org

FACILITY USAGE REQUEST FORM

Today's Date:

Details of Request:

Date(s) of Request:	Space Requesting: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Café/Kitchen <input type="checkbox"/> Room 105/106	Notes:
Time of Request:		

Details of Requester:

Name:	Address:	Phone Number:

Office Staff Approval:

☐ Approved

☐ Not Approved

Your deposit and custodial fee(s) of \$_____ (Separate checks- **one check \$100 and one check \$50**) is due as soon as possible. Please make your check payable to Gospel Alliance Church.

If you have any questions, please do not hesitate to call.

Gospel Alliance Staff

Approval Date

Office Use Only Return Check Information

Security Deposit Check: (Returned-Date):

Office Use Only Check Information

Custodial Fee/ Check # : _____

Received Date _____

Security Deposit /Check # 2: _____

Received Date _____

Receive Check/ Signature: _____

FACILITY USAGE GUIDELINES

The following is a list of expectations for all groups using the church facilities:

1. Be sure all dishes are clean and put away.
2. Be sure no food is left out or left here.
3. Any trash bags containing food or anything that may attract ants or rodents, should be tied up and taken to the dumpster before locking up.
4. Be sure any drink or food spilled is wiped up or swept up.
5. Pick up all trash that may be lying around.
6. Do not leave food in the refrigerator without prior permission.
7. No food should leave the assigned rooms. (Café/104/105/106)
8. There is to be absolutely **no one permitted upstairs.**

Additional Guidelines for Non-Church Sponsored Events:

1. For non-church sponsored events, a \$100 deposit is required prior to the event. Any damages or excessive cleaning will be deducted from the deposit. The deposit or partial deposit will be returned to the renter within 30 days of the event.
2. You must supply your own paper products such as but not limited to plates, napkins, cups, cutlery, paper towels, etc. as well as your own coffee, tea, etc.

Failure to comply with these guidelines may result in the loss of privilege in using the facility in the future.

If you have any questions, please call the church office at 724-823-0453.

Rental of Facilities

For all persons using the church facilities, it is expected that the facility be left in a clean and orderly condition. A \$100 deposit is required prior to the event. Any damages or excessive cleaning will be deducted from the deposit. The deposit or partial deposit will be returned to the renter within 30 days of the event. Any damage to the church property shall be the exclusive responsibility of the renters. Failure to do so may result in loss of privilege in using the facility. All equipment and supplies are property of the church and must remain on the premises. The church reserves the right to refuse the use of the sanctuary and facilities for any reason.

Facilities are available to Gospel Alliance Church Family only. Available for use is the Café (Kitchen), Rooms 104/105/106 and the first-floor restrooms. For all private events held by Gospel Alliance Church Family, a janitorial fee is due prior to use of church facility (see fees below).

No activities shall be conducted in the church facilities for personal financial gain.

Fees

Weddings:	members and regular attenders, \$50
Wedding receptions:	members and regular attenders, \$75
Other activities:	members and regular attenders, \$50

A GAC Media Tech person will be hired at a rate of \$25/hour as needed

It is the policy of this church to not rent the sanctuary for weddings to those other than our own members and adherents.