

Grace Episcopal Church
4110 S Ridgewood Ave, Port Orange, FL 32127-4519
386 767-3583

BUILDING USE REQUEST FORM

Contact Name: _____

Organization: _____

Address: _____

Phone _____ Email: _____

Date Requested: _____ **Start Time** _____ **End Time** _____

Recurring Dates Request _____

Recurrence (Please be specific, 1st& 3rdMonday, every other Monday, 1st Monday of the month)

Room Request:

Goddard Hall (entire hall) _____ **\$500** (capacity 200 with chairs only; 142 with tables & chairs) see diagram.

Goddard (stage end) _____ **\$200** see diagram.

Goddard (center) _____ **\$200** see diagram.

Goddard (Kitchen end) _____ **\$200** see diagram.

St. John's Meeting Room _____ **\$50**

Fees & Deposits

Sexton _____ **\$150** required for entire hall rental.

Kitchen Personnel _____ **\$100 per person** required if food prep is done

Refundable Damage Deposit _____ **\$400** required for hall rental.

Refundable Key Deposit _____ **\$50** per key

Equipment & Hall Set Up (Please check what is needed)

Big Screen _____ Projector _____ Speaker Stand _____ Microphone _____

Kitchen Use for Catering Prep _____ Kitchen Use for Cooking _____ No Food Served _____

Tables & Chairs (# of people) _____ Chairs Only (# of people) _____

Grace Episcopal Church, Port Orange

BUILDING PROCEDURES FOR ALL EVENTS 1-19-24

Thanks for choosing the Parish Life Center for your group's meeting or event. Please help us to keep this building both secure and readily usable for others by observing the following:

Grace is a Non-smoking campus, including parking lots. There are NO designated smoking areas. Those who wish to smoke are expected to leave the campus. Groups which fail to ensure complete compliance by their members will be denied future building use.

Use of facilities is primarily to facilitate the ministry of the church. Grace reserves, without exception, the right to deny use of the facility to any group, whose nature, contradicts the ministry of the church.

Fire Alarm System - If the alarm system goes off during your event, please leave the building immediately! The Fire Department and the monitoring company will automatically be called. If it is after office hours, please find a safe place away from the building and call one of the following parish personnel numbers:

386-290-2963
386 295-0999
386 314-1055
863 512-9325

They will not be able to shut the alarm off, but will be called by the alarm monitoring company, and they can let them know the situation.

Thermostats in summer should be set to 74 "cool" with fan "on". Winter will generally be comfortable at 70° "heat" with fan "on".

Restrooms - If you are meeting in Goddard Hall, be aware that the door to the bathrooms in the south wing will need to be propped open, or your group members will find themselves "locked out" and unable to return to you.

CLOSING PROCEDURES CHECKLIST (to be completed & returned with key)

1. _____ Return the A/C to 77° (summer, fan "auto) or 65° (winter, fan "auto") in your area, *if you are the last group* to depart any particular area of the building.
2. _____ Check the restrooms and turn off lights prior to departure.
3. _____ Take any and all garbage with you or to the dumpster located at north end of building (kitchen end) near corner of Church & Monroe Streets.
4. _____ If you are the last group leaving an area, be sure that all exits are locked (push on the frame of the door to test). Please check every exterior door to the Parish Life Center (with exception of the office wing).
 - a) _____ There are 4 exterior doors on the west wall of Goddard Hall that need to be checked.

- b) _____ Also, in Goddard Hall there is one exterior to the kitchen, 4 exterior doors from the Parrish Life Center Lobby.
- c) _____ In the south wing there are 2 exterior doors on either end of the hallway.
- d) _____ Close the door between the south wing & Parish Life Center Lobby.
- e) _____ Clean up all spills. A broom and dustpan are located next to the hand sink in the kitchen. For any breakage of equipment or major item in the hall, please leave a note or phone message for the church staff (386-767-3583).

Parish Life Center Area	Cost	Date Paid	Refundable Deposit Returned
Goddard Hall (All)	\$500		
Goddard Hall (Stage End Only)	\$200		
Goddard Hall (Center Section)	\$200		
Goddard Hall (Kitchen End)	\$200		
St. John Classroom	\$50		
Sexton (required for full hall rental)	\$150		
Kitchen Personnel (required if food prep is done)	\$100/per person		
Total			
25% deposit due at booking			
Balance due two weeks before event			
Refundable Deposits Keys/Damage			

The contact person is responsible for opening and closing the building, set up and clean up and ensuring that all building use procedures are followed. Keys must be requested by the contact person and returned to the parish office after use.

Return this form when you return the key.

Signature of Contact _____ Date _____

Rector Approval _____ Date _____

Capacity = 200
w) tables + chairs = 142

