

# RENTAL GUIDELINES

## ORRVILLE GRACE BRETHERN CHURCH BUILDING

2200 Paradise Road, Orrville, OH 44667 • 330-683-3526

CATEGORY	AUDITORIUM	KITCHEN	DOUBLE ROOM	NURSERY
1. Church Activities*	No Charge			
2. Reunions, Family Gatherings, Anniversary Celebrations, Socials, Graduation Parties, Birthday Parties, etc. <i>for OGBC Family</i>	\$20 deposit that will be returned if the building is left in a satisfactory condition. <i>Floors swept, tables/chairs returned to their proper place, kitchen cleaned, used kitchen towels washed, etc.</i>			
3. Groups not involving the OGBC <i>(under 100)</i>	\$100.00	\$40.00	\$40.00	\$20.00
4. Groups not involving the OGBC <i>(over 100)</i>	\$150.00	\$80.00	\$60.00	\$20.00
5. Weddings and Receptions <i>for OGBC members**</i>	No Charge (but donations are accepted for utilities)			
6. Weddings and/or Receptions <i>for non-OGBC members</i>	\$400.00	\$200.00	\$100.00	\$50.00

\* A "Church Activity" is any function having its origin or basis in the context of OGBC Church life.  
(such as Youth Activities, ladies/men's activities, etc.)

\*\* Just one partner (either bride or groom) needs to be a member of the OGBC.

These fees DO NOT include paper supplies from the kitchen.

For groups not paying for the use of the building: Donations are accepted for the cost of utilities.

These are just general guidelines: Requests for facilities usage not falling into one of the above categories will be individually considered, and then the determined fee (if one is involved) will be quoted.

# POLICIES FOR THE USE OF THE ORRVILLE GRACE BRETHREN CHURCH BUILDING

1. All facilities are to be used only by advance reservation arrangements.  
Please fill out the attached rental agreement form and return it to the church office.  
Each group reserving a facility must leave the name and telephone number of a person in charge of that group with the Church Office.
2. OGBC activities will always have priority in reservation scheduling. Other reservations will be on a “first come, first served” basis.
3. Because of uncertainties, particularly funerals, reservations cannot be guaranteed, although every effort to do so will be made. Full refunds will be made in such rare instances.
4. In case non-members of the OGBC schedule a time that is later requested by a member or regular attender of the church, non-members should be reminded that their reservations cannot be guaranteed more than six weeks in advance. Such a “bumping” seldom occurs. However, non-members need to be advised of this in making their reservations.
5. No reservation will be considered definite until at least one-half of the fee is paid (if a fee pertains). The remainder of the fee should be paid on the day of the activity. Fees should be given to the Church Treasurer.
6. No reservation will be accepted more than a year in advance, and no group will be permitted to monopolize a certain date year after year in if other groups are asking for it.
7. Renting of specific rooms is limited to those rooms.
8. IT IS UNDERSTOOD THAT SMOKING AND DRINKING OF ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN ANY OF THE CHURCH FACILITIES.
9. For weddings, and/or wedding receptions, please refrain from dancing and any non-Christian music.
10. **Each group is to bring their own paper supplies. Any of our own church groups using paper cups and plates should record how many were used and leave the information in the kitchen for reordering supplies.**
11. **Each group using the building is responsible for cleaning up and disposing of the trash by placing it in the trash dumpster.**
12. **Used dish towels should be laundered and returned to the church kitchen. You will be billed an additional charge if the facilities are not left in a satisfactory condition or dish towels not laundered.**
13. **Those persons involved in functions after Wednesday evening are expected to see that floors are clean, tables stored, and chairs set up for Sunday activities. There is a chair set-up diagram on the bulletin board.**
14. **Due to fire code NO VEHICLES are allowed to park on the hilled driveway running parallel to the church building. That driveway needs to be clear in case of a fire. Drivers loading or unloading must move their vehicles as soon as unloading is completed.**

# KITCHEN GUIDELINES

## ORRVILLE GRACE BRETHREN CHURCH BUILDING

When using the kitchen you must clean it when finished.

1. Make sure all dishes are washed and put away in proper places.
2. Make sure all counters and tables are wiped off and clean.
3. Make sure sinks are cleaned out and drain covers are on the back of sink.
4. Make sure stoves are turned off and wiped off (don't forget the ovens).
5. Make sure refrigerators are cleaned out (leaving no food) also make sure the doors are closed. Double check to make sure freezer doors are closed.
6. Make sure the floor is swept (and mopped if needed).
7. Make sure coffee pots and drink coolers are cleaned, if you used them. **PLEASE DON'T USE RED OR GRAPE PUNCH IN THE DRINK COOLERS (IT WILL STAIN).**
8. Make sure trash cans are emptied and the trash is taken to the dumpster. (There are trash bags under the sink next to the door.)
9. Used dish towels should be laundered and returned to the church kitchen before the next Sunday.
10. When ever using the kitchen and something goes wrong with any appliance (that may get broken or not working properly) please contact the church office. (330-683-3526)
11. When using the kitchen for a non-church event we ask that you bring your own paper supplies.

When renting the building and you are not a church member, you must abide by these guidelines. If you would fail to abide by them and the kitchen is not left in an satisfactory condition you will be billed for the time it takes to clean the kitchen.

# RENTAL AGREEMENT

## ORRVILLE GRACE BRETHREN CHURCH BUILDING

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Name of the Event: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rooms Desired: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

I have read the attached policies for the use of OGBC facilities and will abide by these policies and rules of the Orrville Grace Brethren Church. I (we) also agree to indemnify and hold harmless the Orrville Grace Brethren Church; its elders, deacons, members and regular attenders from any and all claims.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Deposit paid on: \_\_\_\_\_

Deposit returned on: \_\_\_\_\_