

## **GBC Facility Reservation Request and Agreement**

Name of person or representative of organization and date requesting use:

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

Please state purpose of use:

\_\_\_\_\_

**Please state whether you are a:**

☐ GBC Member

☐ GBC Ministry

Ministry: \_\_\_\_\_

☐ Non-Member.

Church member of: \_\_\_\_\_

☐ Non-Member Group/Organization

Name of Organisation: \_\_\_\_\_

### **Contact Information:**

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

\_\_\_\_\_

\_\_\_\_\_

Please list the organization's website, if any:

\_\_\_\_\_

Please list the names of the organization's office-holders and leaders (if applicable):

\_\_\_\_\_

\_\_\_\_\_

Regardless of type of user, please describe which church facilities you are requesting to use, the purpose and the number of people attending:

\_\_\_\_\_

\_\_\_\_\_

What date(s) and time(s) are you requesting to use the facilities:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom and wedding coordinator:

Bride: \_\_\_\_\_ Contact No: \_\_\_\_\_

Groom: \_\_\_\_\_ Contact No: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Contact No: \_\_\_\_\_

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Church: \_\_\_\_\_

Please provide details of pre-marital counselling to be undertaken by the bride and groom:

Name of counsellor: \_\_\_\_\_ Contact No: \_\_\_\_\_

Church: \_\_\_\_\_

**I affirm that:**

1. I understand that the GBC does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the GBC's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the GBC's faith and I commit to promptly disclose any potential conflict of which I am aware or become aware to GBC staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and, which is requesting use of the church's facilities contradict the beliefs of the GBC. I agree to promptly disclose any potential conflicts in belief to GBC staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$\_\_\_\_\_, and an appropriate love gift to GBC for the use of the facilities.
5. I understand that the GBC does not allow its facilities to be generally available to the public and that my use of these facilities is subject to approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. GBC believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

**Facility Use Indemnity and Hold Harmless Agreement:**

\_\_\_\_\_ agrees to the following.

1. The facilities will be used according to the GBC Facility Use Policy that is part of this Agreement.
2. \_\_\_\_\_ will be responsible for the conduct of those coming to or participating in the activity for which the facilities are reserved and will be used.
3. \_\_\_\_\_ will be responsible for any damage beyond normal wear and tear that may occur as a result of the activity or use of the facilities.
4. \_\_\_\_\_ will indemnify and hold harmless Grace Baptist Church from all liability and each demand, cause of action, loss, cost, damage, and expense (including without limitation mediation fees, reasonable attorney fees, and costs of litigation) incurred from a default or any other action by \_\_\_\_\_, in connection with, or growing out of, this Agreement or use of the facilities.

Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval by GBC**

**For GBC Ministry/Members Request:**

- ☐ Approved and has been placed on Church Calendar  
☐ Not Approved and the reason:

\_\_\_\_\_ on \_\_\_\_\_  
Church Administrator Date

**For External Request**

- ☐ Approved and has been placed on Church Calendar  
☐ Not Approved and the reason:

\_\_\_\_\_ on \_\_\_\_\_  
Pastoral Staff Date

\_\_\_\_\_ on \_\_\_\_\_  
Church Administrator Date

## **Church Facility Use Policy**

Any person or group must first complete and sign the “GBC Facility Reservation Request and Agreement”. Approval must be given by the GBC Church Administrator prior to using the church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups on a case-by-case basis.

The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the GBC’s guidelines for facility use, as stated below and as described in any additional instructions by GBC staff.

### **Scheduling Events**

Facility use requests shall be made to Mr Kuan Kok Pui (Church Administrator) by submitting the “GBC Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the request is approved. Preparation time for set-up activities must also be included.

### **Facility Use Guidelines**

1. Smoking is strictly prohibited on the church premises.
2. You are restricted to only those areas of the facility that has been reserved. These areas must be kept in clean and tidy condition during and after use. All litter must be properly disposed.
3. No tapes, glue, staples, nails, pins, tacks or other wall fasteners may be used to attach props, decorations, bulletins, etc.
4. For the sanctuary:
  - a) Other than flowers, GBC discourage any other decorations. Flowers may be tied to the pews.
  - b) No helium balloons, candles decoration on pews nor dry ice is allowed.
  - c) Pulpit, pews, piano and organs are to remain in their original positions unless prior permission has been given in writing.
5. No display is to be set up that weighs more than 100kg.
6. Food and beverages in rooms and worship sanctuary are not allowed and should be restricted to the Fellowship Hall or other designated areas.
7. If there is catering services, permission must be obtained prior to hiring to ensure that the fire and building safety is not compromised as well as putting up of the lift paddings in the fireman lift for transport of all catering equipment and food from the 1<sup>st</sup> floor carpark.
8. All catering equipment must operate on 230 V single-phase and only for heating purpose as no cooking with naked flames is allowed.
9. The caterer is expected to leave the kitchen and its equipment clean and in place as it was found.
10. Church equipment, such as tables and chairs or kitchen appliances, must be returned to original placement, unless arranged otherwise prior to the event.

11. All audio-visual equipment will only be operated by GBC accredited sound technicians.
12. In case of breakage or damage to any church equipment, you are expected to correct or pay for the damage.

### List of Rooms Available:

Room	Maximum Capacity (Pax)	Comments and additional facilities	Proposed Rates 4 hours
Level 3 Fellowship Hall	250	Projector and AV System, Kitchen Facilities	\$200/\$300 (no A/C, with A/C)
301	24	Whiteboard and Piano	\$20
302	24	Whiteboard and LCD screen	\$20
304	12	Whiteboard	\$20
305	12	Whiteboard	\$20
306	12	Whiteboard	\$20
307	12	Whiteboard	\$20
308	12	Whiteboard	\$20
309	7	Whiteboard and LCD screen	\$20
310 AB	72	Can be combined with 310CD	\$60
310 CD	72	Can be combined with 310AB	\$60
310 A-D	150		\$120
Sanctuary	700	Projector, AV System	\$800
401-405	12	-	\$20
Attic Open Area	120	-	\$90
501-511	12	White Board	\$20
512 – 515	48	LCD Screen	\$40
516 – 509	48	LCD Screen	\$40

- For External Weddings, based on use of Sanctuary (\$1,600), Fellowship Hall (\$300), provision of Wedding Co-ordinator (\$250), AV technician (\$250) and cleaning service (\$250) for the rehearsal/actual day. Total for Wedding Package is currently at \$2,650.00. This price is soon to be revised.
- For GBC member wedding – standard cleaning service charges applies at \$250. A love gift to the church for the use is at the discretion of the couple.