

**Grace Hill Church**  
**BUILDING USE AGREEMENT**

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Name of Contact Person: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

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

Rooms Requested (check all that apply):  
\_\_\_\_ *Auditorium*    \_\_\_\_ *Fellowship Hall*    \_\_\_\_ *Kitchen*    \_\_\_\_ *Nursery*    \_\_\_\_ *Classroom (s)*

Furnishings/Equipment Requested:  
\_\_\_\_ # of Tables    \_\_\_\_ # of Chairs    \_\_\_\_ Audio/Visual Equipment (auditorium only)

What time will you begin setting up? \_\_\_\_\_

What time will you be done cleaning up? \_\_\_\_\_

**Fees (for non-members):**

Auditorium: \$300   ♦   Fellowship Hall: \$200   ♦   Auditorium & Fellowship Hall: \$400  
(Fees offset cost of utilities, Janitor, GHC Coordinator, and GHC Audio-Visual Technician)

**Agreement:**

- Please understand that we are not in the “rental” business, but we are willing, if able, to permit use of the building for God-honoring events.
- You will be expected to leave the building as it was found.
- GHC will provide you with a Coordinator to let you into the building, accommodate your needs as able, and lock up the building when you are done.
- Audio-Visual Equipment in the Auditorium must be operated only by a GHC technician.
- Use of alcohol is not permitted on the church property.
- Payment of fees is expected at time of use.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Form to:**  
Grace Hill Church  
N65 W28217 Hickory Hill Drive, PO Box 496, Merton, WI 53056  
Email: gracehilloffice@gmail.com  
Phone: (262) 538-1464

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For GHC Use:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_