

Grace Church Facility Guidelines

General Accommodations:

- Building is fully handicapped accessible, including restrooms
- Composite and tile floors
- No AC
- Public parking for 45 vehicles, additional parking available on the street and in the city parking lot

Dining Hall and Kitchen Accommodations:

- Maximum attendance is 100 people for dining
- Dining set up has 10, 60" round white composite tables with matching composite chairs to seat 70. 14 additional composite rectangular tables available for display, buffet etc. with additional folding chairs available for extra seating
- No alcohol, tobacco, or vaping permitted
- Full kitchen with sinks, stove, oven, refrigerator, freezer, microwave, and large coffee pot
- Renter must provide all table service and/or paper products
- Renter shall not engage in any activity prohibited by law or ordinance

Rates and Payment:

- Available to rent up to 10 days in advance and no more than one year to date, any day except Christmas Eve, Christmas Day, New Year's Day, Easter, during Sunday service hours, and during the Columbiana Street Fair
- Your choice of hours between 8 am and 9 pm with ½ hour clean up and facility exit no later than 9:30 pm.
- Facility access-your permit will be e-mailed to you prior to your event and the doors will be unlocked for the time you have rented.

Dining Room and Kitchen Rates: Custodian fee included

Member-\$150

Non-Member-\$225

Such rates shall be due and payable upon reservation with intended use and area to be used. Payments accepted are Cash, Check or Credit Card. An additional fee may be invoiced if extra cleaning or property damage [occurs. In](#) the event of a reservation cancellation, not less than 48 hours prior to the rental date, the rental charge may be refunded or applied to an alternate rental date if such alternate date is requested and available for reservation. The church secretary will maintain a facility calendar of scheduled events.

Any questions call the church office at 330-482-4532

___At the time of payment you are agreeing to be bound by these guidelines and regulations

Email address_____

Print name, sign and date_____