



Brookside

Christian Reformed Church

Facility Rental Policy

Public

updated Oct. 2016

3600 Kalamazoo Ave. SE
Grand Rapids, MI 49508

phone 452-3191 fax 452-6932

prayer line 452-5953

connections@brooksidecrc.org

www.brooksidecrc.org



Brookside welcomes guests who wish to use the facility for social gatherings, wedding receptions, recitals or other, similar, not-for-profit purposes if the event does not conflict with the regular ministries of the church. ***Brookside reserves the right to cancel a reservation due to unavoidable circumstances such as member funerals.*** Following is a list of guidelines and fees associated with renting the facility. Reservation inquiries may be made by calling the church office.

**Regular office hours are
Monday-Thursday, 8:30am-4:00pm,
and Friday, 8:30am-2:30pm.**

Our facilities are available for rental on a first-come, first-served basis, Monday - Friday, 8:00am-11:30pm, Saturday 8:00am-5:00pm. *No Sunday rentals.* All reservations must be made through the Church Administrator.

Specific Guidelines for Rental Use:

- Inquiries regarding availability may be made at the church office. Office hours are Monday-Thursday, 8:30am-4:00pm, and Friday, 8:30am-2:30pm.
- ***The use of the facilities is limited to those areas reserved.***
- The reserving person must be present at all times during facility use and is responsible for the conduct of all in attendance. This person will assume responsibility for any damage to property, equipment or facility.
- Decorations are limited to those which will avoid damaging surfaces or fixtures. Signs must be limited to bulletin board areas or be placed on easels.
- ***Damage must be reported to our custodian, Tom Visser (401-3055). Please report anything that causes you concern.***
- ***The facility should be left in good condition and returned to original condition unless custodial services were purchased.***
- All trash should be placed in dumpster (outside).
- ***If extra custodial services are required, a custodial fee of \$50 per hour will be charged. Cost of dumpster removal will be charged to groups who require that service.***
- Chairs and tables must be returned to their proper location (rectangular tables are marked underneath with room location).
- Upon departure all lights must be turned off, all Foyer doors closed, outside doors and windows secured. Also, close all hallway, Worship Center and Activity Center doors.

Reservation Information:

- Brookside ministries have first priority for the use of the facility.
- All reservations must be made through the Church Administrator.
- Brookside is not responsible for the personal property of participants or injuries that may occur during the use of the facility.
- **Brookside reserves the right to limit the use of the church facility at any time to any group or individual.**
- Brookside reserves the right to schedule multiple events at the same time that appear not to conflict with each other.
- Reservations are taken on first-come, first-served basis unless otherwise noted.
- The Custodian may be consulted as necessary regarding custodial issues. Extra custodial needs may need to be handled by the reserving party, extra fees may apply.
- **The Church Administrator must approve all special requests in advance.** Special requests should be made in writing and will be recorded with the reservation.
- Adult supervision of youth under 18 must be provided at all times.
- Familiarize yourself with exits, fire extinguishers and other safety needs.

Restrictions:

- League games are not permitted.
- Mechanical equipment including all controls should not be touched.
- No red or grape punch may be served in the building.
- No red napkins may be used due to the dye.
- No alcoholic beverages or smoking will be allowed in the facility.
- No items such as confetti or rice may be used anywhere in the facility or on the grounds at any time.
- No rollerblading in the facility.
- No food or beverage allowed in Worship Center.
- No additional signs allowed on property.
- The Worship Center sound system, projector, organ and piano may only be used by approved persons.

Facility and Equipment Information:

- **Worship Center** (including balcony) seats 600-650 people. Center aisle is 42 feet long with 14 full pews on each side of the center. ***The grand piano may NOT be moved.***
- **Activity Center** seats 400 at tables, (470 maximum according to code). It is equipped with 20 round tables (each will seat 8 people), 8 rectangular tables (seats 10) and 140 chairs. Additional chairs and rectangular tables are available upon request.
- **Foyer** seats 80 at tables.
- Other available meeting rooms seat up to 80 people.
- 304 parking spaces are available in our lot.
- **Handicap Access**—wheelchairs can be accommodated at both the north and south entrances on the east wing. All areas except balcony are handicap accessible. Restrooms are handicap accessible. Handicapped parking available.
- All church and kitchen equipment must remain in the facility. Volleyball net, ball and basketballs are available for use with no fee. Directions for net assembly/disassembly posted in the storage closet. Please note request on your reservation form.
- Technical equipment available includes TV/VCR's, portable projector (with your computer) and portable sound system. *Additional fees apply.*

Kitchen/Catering Guidelines:

- Kitchen is **NOT** a licensed commercial kitchen and cannot be used for meal preparation. Therefore the kitchen may be used for "warming" purposes only.
- A book of guidelines for kitchen use is located in the kitchen.
- ***Kitchen facility and equipment to be left in excellent condition. Extra custodial fees may apply if not adequately cleaned.***
- Outside catering may be used with a caterer agreement.
- Church Administrator will be responsible to determine any damage or additional cleaning costs.

Rental Fee Information:

- After contract is approved and a deposit is received, the event will be scheduled in the Logos Scheduler and confirmed.
- A \$50 per hour custodial fee will be charged for clean-up that is more than would be expected from normal usage.
- **50% of the fee is required at the time of reservation. The balance of the fees are due 30 days prior to event.**
- Damage deposits will be refunded within 30 days provided there are no damage or clean-up costs.

Usage Fees:

Worship Center and adjoining rooms	\$400
Activity Center/Foyer	\$300
Worship Center only	\$300
Classrooms/no food	\$ 75
Caterer Fee	\$100
Upper Room	\$200
Covenant/Discipleship Center/Gathering Room	\$150
Damage Deposit (Worship Center/Activity Center/Foyer)	\$100

Brookside Wedding Guidelines:

- **All previous guidelines apply for use of facility.**
- Our facilities are available for Christian weddings. The couple will agree to the provisions of the Greater Grand Rapids Marriage Policy.
- Weddings will normally not be scheduled in December, on a holiday weekend, or the week before Easter without prior approval from the Church Administrator. Saturday weddings must be completed and the facility vacated by 5:00pm.
- **Catering**—Outside caterers may use kitchen and its equipment with a completed caterer agreement. Any food or beverage serving or warming must be approved.
- **Florists**—Decorations must be removed on the date of the wedding unless special arrangements are made.
- **Minister**—Gratuities for minister are **NOT** included in Brookside fees.
- **Organ**—List of Brookside organists is available upon request. Fees are to be paid directly to the organist.
- **Sound System**—Custodial fee includes normal operation of sound system for wedding. CD recording available, if requested, with your CD. *Only approved persons may operate the recording and audio systems.* Additional fees may be charged for extra services.
- **Video Recording**—A fee of \$75 will be charged to record your event on video. *Only approved persons may operate the video recording system.*
- **Candleholders**—30 white holders that stand beside the pews are available for a rental of \$2 each. You must supply your own candles (6" tapers).
- **Changing Rooms**—The Library and room 149 are available for the bridal party.
- An aisle runner is **NOT** available.

Wedding Ceremony & Reception Fees for Custodial Services:

Wedding and Rehearsal in Worship Center	\$1,000
Punch Bowl Reception Only	\$300
Reception in Activity Center or Foyer	
100 persons	\$350
200 persons	\$400
300 persons	\$450
400 persons	\$500
Caterer/Food/Kitchen Fee	\$200
Caterer Damage Deposit (refundable)	\$100
Video Recording	\$ 75

Rehearsal Dinners can be accommodated. Additional fees apply.

50% of the fee is required at time of reservation. A signed **Brookside Facilities Application** will be **required to secure your event date**. The balance of fees is due 30 days prior to event. Reservations must be cancelled six months in advance to receive a refund. Unused damage deposits will be refunded within 30 days following the event.

Refund policy—*If Brookside cancels the event, a full refund will be made.*



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WEDDING RENTAL APPLICATION (PUBLIC)

Day/Date of event _____ Date of Application _____
 Event Name _____ Time of event _____
 Contact person _____ Estimated Attendance _____
 Mailing Address _____ Phone Number _____

For Weddings:

Bride's name: _____ Groom's name: _____

Officiating Pastor: _____

Room(s) Requested	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Services Requested (Custodial, Sound, Audio Recording, Projectionist, other) _____ Facilities Usage Fee _____
 _____ Services Fee _____
 Equipment Requested (Audio, TV/VCR, Tables, Chairs, Game Tables in Upper Room, other) _____
 _____ Equipment Fee _____

The following fees apply:

Video Recording	\$ 75
Candleabra Rental	\$ 2 each
(candles not included)	
Damage deposit	\$100
Other Services	\$ _____
Total fees	\$ _____

A 50% reservation fee is required at the time of the reservation. Balance due 30 days prior to event.

_____ ***I have read the Brookside Policies for Use of Facilities. I accept the responsibilities identified in it and agree to these financial fees. (please initial)***

Brookside CRC is not responsible for injuries that may occur during the use of the facilities or for any personal property of the participants. Your reservation is not confirmed until a signed contract and deposit check is received. The contract must also be signed by a representative of Brookside to be valid.

Brookside reserves the right to cancel a reservation due to unavoidable circumstances such as member funerals.

Signature _____ Date _____

Contract Approved for Brookside Church by _____ Date _____

Deposit Received \$ _____ Date _____ Balance Due \$ _____ Date Due _____



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FACILITY RENTAL APPLICATION (PUBLIC)

Day/Date of event _____ Date of Application _____
 Event Name _____ Time of event _____
 Contact person _____ Estimated Attendance _____
 Mailing Address _____ Phone Number _____

Room(s) Requested	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Facilities Usage Fee _____

The following fees apply:

TV/VCR	\$ 50
Portable Projector	\$ 50
Portable Sound System	\$ 50
Custodial Services	\$ 50/hr.
Damage deposit	\$100
Other Services	\$ _____
Total fees	\$ _____

A 50% reservation fee is required at the time of the reservation. Balance due 30 days prior to event.

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