



Grace Community Church of Lansford  
15 West Ridge st.  
Lansford, Pa. 18232  
Pastor Jeremy W. Benack  
(570)645-2212  
[www.gcclansford.org](http://www.gcclansford.org)    [gcc@gcclansford.org](mailto:gcc@gcclansford.org)  
Facebook: gcclansford

Use of Facility Request Form

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

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

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

E-mail: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Approx. Number of attendees: \_\_\_\_\_

**Date and Times of us requested:**

Date: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

Our facility has available table and chairs for your use, as well as the kitchen will be open for food storage and clean-up. If you need additional use of our kitchen (stove/oven/etc.) please let us know the needs you may have, to discuss the use and availability further. You may move the tables and chairs for your convenience, we just ask that you return the set up to the way it was previous to your activity. You may decorate for your activity using decorations which will not damage walls or furniture and are responsible for taking down all decorations used.

NO Alcoholic beverages or food are to be served at any time during your use of the facility. Also note, it is requested that if any of your guests smoke, it is to be done outside either in the back of our facility or our front on the side (off of the front steps). Also please do not litter by throwing cigarette butts on side walk or steps. We also request to please keep the nursery area closed to children which may be in attendance, unless other arrangements are discussed with leadership prior to event.

Please keep out of the sanctuary unless approved.

\*\* If you do not clean, or put things back the way they were, you may be asked to pay an addition \$25.00. Also please make sure you review current rental prices given for the church. Please understand that in using our facility we will not be held liable for any injury that may take place.

Signature of Person Completing form \_\_\_\_\_

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



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Additional Event Form Questions:

Do you have insurance? \_\_\_\_\_

If so please list your insurance & contact information? \_\_\_\_\_

\_\_\_\_\_

What is your Ministry or Event purpose?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you have security or some sort of crowd or children control? \_\_\_\_\_

(We don't want people just wandering around the church)

Have you ever put on an event before? \_\_\_\_\_ If so do you have a recording of previous performances that we can view? \_\_\_\_\_

Will you be charging for this event? \_\_\_\_\_

Is it open to the public? \_\_\_\_\_

Notes: In the winter we cannot guarantee that it will be warm in the church due to oil and heating cost's unless you want to place a donation of \$25 an hour for heating Costs. All forms will be looked over by leadership. If accepted you will be asked to fill out a wavier accepting full responsibility for liability of any kind and also clearing Grace community Church of Lansford of any liability issues. Event's put on at the church by groups or organizations are strongly encouraged to have insurance for their business, group, nonprofit or ministry.

Anything missing, stolen, or damaged will be the responsibility of the organization or signer for the organization or event.



15 W. Ridge St.

Lansford, Pa. 18232

[www.gcclansford.org](http://www.gcclansford.org)

*Gcclansford: facebook*

**Church Rental & Prices**

**I. Church Basement Rental**

***A) Church basement without use of Kitchen utilities***

***Cost: \$75.00***

***B) Church basement with use of Kitchen utilities***

***Such as use of Ovens, Coffee Makers, and Utensils.***

***Cost: \$100.00***

**II. Sanctuary Use:**

***A) Weddings:***

***to include Rehearsal and Wedding Day activities, use of sound system***

***Total Cost for Church use & Pastor***

***Cost: \$150.00***

***B) Funerals***

***Total Cost for Sanctuary***

***Cost: \$ 50.00***

B) Other Event Uses \$150.00 half a day (4hours)  
All Day Cost \$300.00 (8 Hours)