



7239 Thornapple River Dr. SE, Ada MI thecomunity-ada.org

Building Rental Rates

To inquire: info@thecomunity-ada.org

<input type="checkbox"/> Classroom	\$50
<input type="checkbox"/> Foyer/Main Entrance	\$50
<input type="checkbox"/> Kitchen	\$100
<input type="checkbox"/> Fellowship Hall	\$200
<input type="checkbox"/> Fellowship Hall & Kitchen	\$250
<input type="checkbox"/> Sanctuary	\$250
<input type="checkbox"/> Video/Sound Tech	\$30/hour
<input type="checkbox"/> Parking Lot with Bathrooms	\$75 (3 hours. \$25 per additional hour)

\$100 security deposit to reserve the space. Refundable if space is left in good order.

Building Use Rules and Regulations

1. Church facilities are available for use by outside groups when approved by a church representative and not previously reserved.
2. A funeral service will take priority over a scheduled event.
3. The person or organization using the facilities shall hold harmless The Community Church from any and all liabilities and/or responsibilities arising incidental to the occupancy of the building and its related area.
4. The person or organization using the facilities shall be responsible for all damage to or loss of church property during the time rental is in effect.
5. The usage group is responsible for setting up chairs and tables for their meeting/event, and down and returning to its original condition.
6. During an event, no doors should be blocked by chairs, tables, or other furniture.
7. Please make arrangements with the office administrator to gain access to the building one week prior to the event. Office hours are most Tuesdays, Wednesdays, and Thursdays.
8. The responsible person is in charge of making sure the church is locked and that the **lights are off** when leaving the building.

The following people can be called in case of emergency: Sheila Kyllonen (616-915-1050) or Kevin Bogerd (616-301-4631)



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Restrictions

- The use of the facility is limited to the areas that have been reserved.
- No alcoholic beverages may be consumed.
- No red or grape drink may be served in the building.
- No altering the thermostats.
- No food or beverages allowed in the sanctuary.
- Coffee, paper products, condiments, etc. which are on site are for church use only.
- All food and trash must be removed when leaving. Do not leave anything in the refrigerator or freezer.

CLEAN UP CHECKLIST BEFORE LEAVING

- If tables were used, wash them off and leave them as you found them.
- If food was consumed, take out the trash and put it in the dumpster in the parking lot.
- Take all your food home.
- Close any windows you might have opened.
- Turn off the lights.
- Check all the doors as you leave that they are securely locked.

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