

GRACE HMONG ALLIANCE CHURCH

4400 N Mayfair Rd. • Wauwatosa, Wisconsin 53225
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Church Ministry Related Reservation Form

INSTRUCTIONS: Please complete this form and give it to one of the pastors or church secretary. Approval is based on availability of the church facilities and you must agree to GHAC's policy guidelines (on the back). Read thoroughly before signing.

PLEASE NOTE: Regular services and activities are not subject for reservation, such as Sunday Service, and etc. Also, reservations cannot be made during above said times. For more information, please ask for assistance.

Person in Charge:	<input type="text"/>	Group's Name:	<input type="text"/>	
Address:	<input type="text"/>		Phone:	<input type="text"/>
Date Requested:	<input type="text"/>	Time:	<input type="text"/>	

ACTIVITIES:

- Meeting/Gathering
- Seminar/Workshop/Training

Other:

ROOM REQUEST:

- Sanctuary
- Sanctuary, Kitchen & Fellowship Hall
- Kitchen & Fellowship Hall
- AM Room
- AW Room
- AY Room
- Cafe Room

Other:

I understand that I will occupy only the room(s) indicated on this form and will be held responsible for any damages, clean-up, mopping the floor, re-organization of chairs and tables, taking out of all the garbage, turning off lights, and locking all the doors.

[Please read the policies and guidelines on the back before you sign \(if you print, please print both sides\)](#)

Applicant Signature: _____ Date:

Office Use Only

Received Date: _____ Approved: Yes _____ No _____
Comment: _____
Approved By: _____ Date: _____

GHAC Reservation Policy

The following is GHAC's policy regarding church reservations: Any persons wishing to use the church building(s) must complete the "Church Facilities Reservations Form" and return the completed application to the pastoral staff, the Chairman of the Governing Board, or the Church Secretary. After review of the application, it will be determined whether or not the reservation will be permitted. Upon approval, you understand and agree to the following guidelines set forth by GHAC and outlined down below:

- I. The Following Are Not Permitted on Church Grounds:
 1. Smoking inside the building(s) and/or anywhere on the premises
 2. Consuming or bringing in alcohol of any type
 3. Bowing and/or worshiping (pe) anyone/anything other than God
 4. Spiritual ritual ceremonies such as, but not limited to, (Khi Teg, ua kevcai dlaabqhuas, hlawvxyaab hlawvntawv, laigdlaab, ua khawvkoob,)
 5. Dancing or singing of secular songs, (has lugtxaj pleeg)
 6. Fighting
 7. Gun (weapon)
 8. And anything else that contradicts the Christian beliefs of GHAC

- II. At the Close of the Event:
 1. You must dispose of any grease/oil used during cooking appropriately. Do not pour down the sinks or trash can.
 2. Wash and clean any used cooking equipment and return them to their original storage places.
 3. Vacuum/Sweep and mop the floors.
 4. After mopping please dispose of the dirty water and return all cleaning materials to their storage places.
 5. Return all chairs and/or tables to their original set-up.

GHAC reserves the right to refuse the reservation and/or use of any and all church buildings if you, or others in your party, fail to comply with any of the guidelines set forth above. If you have any further questions, please call (414) 643-5272.

By signing below, I agree to all the terms and conditions set forth by GHAC for the use of any and all facilities located on the church grounds. I understand these terms and will ensure that all members of my party will adhere to said terms and conditions. I certify that I am not reserving the facilities on behalf of other relatives and/or persons, but am myself the host/hostess of the event.

The content in this form is subject to change without prior notice.

Applicant Signature: _____

Date: