



# GRACE HMONG ALLIANCE CHURCH

4400 N Mayfair Rd. • Wauwatosa, Wisconsin 53225  
Tel: 414-643-5272 • info@ghalliance.org • www.ghalliance.org

## Church Facilities Reservation Form for Small Party (Max to 40 or 100 only)

**INSTRUCTIONS:** Please complete this form and give it to one of the pastors or church secretary. Approval is base 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:  Group Name:

Address:  Phone:

Date Requested:  Time:

### ACTIVITIES:

- Small Gratitude to God
- Small Graduation Party
- Small Birthday Party
- Small Seminar/Workshop

Other:

### ROOM REQUEST/SUGESTED DONATION:

<input type="checkbox"/>	Café only (Free for member) \$150.00 non-member/Event of 4 hrs (\$50.00/hr after 4 hrs). <b>Note: Max of 40 people only</b>
<input type="checkbox"/>	Café w/kitchen (Free for member) \$300.00 non-member/Event of 4 hrs (\$50.00/hr after 4 hrs). <b>Note: Max of 40 people only</b>
<input type="checkbox"/>	Fellowship Hall (Free for member) \$400.00 non-member/Event. <b>Note: Max of 100 people only</b>
<input type="checkbox"/>	Kitchen & Fellowship Hall (Free for member) \$550.00 non-member/Event. <b>Note: Max of 100 people only</b>

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. I agree to donate this fund to the church to help with utility costs, and the maintenances of the property. This donation will be collected at the time before use.

I will also put an additional \$75.00/\$150.00/\$200.00/\$275.00 (member), \$150.00/\$300.00/\$400.00/\$550.00 (non-member) deposit (refundable) for trash pickup, cleaning, and the lost or damaged. For the deposit will be collected at the time of the reservation. In the event that I do not fulfill my responsibilities, I understand that my deposit will be forfeited and not refunded. Additionally, use of the chapel requires a sound technician to manage the sound equipment located in the chapel area. So we need a gift of \$100.00 for him to control sound per your event. For all contribution fee and deposit, please write check payable to: Grace Hmong Alliance Church.

**Please read the policies and guidelines on the back before you sign (if you print, please print both sides)**

Applicant Signature: \_\_\_\_\_ Date:

### Official Use Only

Received Date: \_\_\_\_\_ Approved: \_\_\_Yes \_\_\_No Deposit Refund: \_\_\_Yes \_\_\_No

Comment: \_\_\_\_\_ Refund Date: \_\_\_\_\_

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. The non-member rate applies if a non-member is involved; otherwise, members hosting for members get the member rate. 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 worshipping (pe) anyone/anything other than God
4. Spiritual ritual ceremonies such as, but not limited to, (Khi Teg, ua kevcai dlaabqhuas, hlavvxyaab hlavvntawv, 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 provide your own large garbage bags (55 Gallons) or replenish the church supply
2. You must dispose of any grease/oil used during cooking appropriately. Do not pour down the sinks or trash can.
3. Wash and clean any used cooking equipment and return them to their original storage places.
4. Vacuum/Sweep and mop the floors.
5. After mopping please dispose of the dirty water and return all cleaning materials to their storage places.
6. Return all chairs and/or tables to their original set-up.
7. You are responsible for disposing of all of your garbage. You may not throw them into the church trash bins. If you do so, or you fail to clean/pickup your trash, you understand that you forfeit your deposit.

Milwaukee Self-Help Center Hours are:

6660 N. Industrial Road & 3879 W. Lincoln Avenue

November 2024 thru April 2025-Tuesday to Saturday 7am. to 3pm (Closed Sunday and Monday)

April 2025 thru November 2025-Tuesday to Sunday, 7am-3pm (Closed Monday)

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 non-member 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: