



4400 N Mayfair Rd
Wauwatosa, WI 53225
414.643.5272 | www.ghalliance.org

Church Facilities Reservation Form

DATE: _____

Small Event & Party Reservation Form (40-100 Guests)

Instructions: Please complete this form and submit it to the church Office Manager for approval. Reservations are subject to the availability of church facilities and adherence to GHAC's policy guidelines (see reverse side). Please read thoroughly before signing.

Applicant Information

☐ Church Member

☐ Non-member

Full Name _____ (If applicable)

Person in Charge: _____ Group/Org. Name: _____

Full Address: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date(s) Requested:

Time (see Time Rules/Usage Hours Guidelines)

From: _____ AM/PM

To: _____ AM/PM

Activity Selection

☐ Gratitude to God

☐ Graduation Celebration

☐ Birthday Celebration

☐ Bridal Shower

☐ Baby Shower

☐ Other: _____

Media*

☐ Requires Media Support

☐ No Media Support

Will you need a church pastor to:

(Check all that apply)

☐ Lead in prayer

☐ Give a Sermon/Message

☐ No Pastoral Involvement Needed

If No, will an outside pastor be involved?

☐ Yes

☐ No

(If Applicable)

Name & Church of Pastor

Room Selection & Fee

Facility rental is free for members; however donations are welcomed.

Room(s) Selection	Renter Status	Fee
<input type="checkbox"/> Café Only • Time Limited to 4 hours • Maximum capacity is 40 people	Member	Free
	Non-member	\$150 Over 4 hours: additional fee of \$50 per hour
<input type="checkbox"/> Café with Kitchen • Time Limited to 4 Hours • Maximum capacity is 40 people	Member	Free
	Non-member	\$300 - Over 4 hours: additional fee of \$50 per hour
<input type="checkbox"/> Fellowship Hall • Catering only • Limited to 100 people	Member	Free
	Non-member	\$400
<input type="checkbox"/> Kitchen & Fellowship Hall • Limited to 100 people	Member	Free
	Non-member	\$550
Deposit (Varies by Room Selection)	Member	\$75 \$150 \$200 \$275
	Non-member	\$150 \$300 \$400 \$550

- Deposit is required to hold date(s) Requested.
- Deposit is refundable base on the following criteria.
 - If church dumpster is not used.
 - For Members 50% of deposit will be refunded.
 - If rental room(s) are cleaned and there is no damage to church building/equipment:
 - For Members 50% of the deposit will be refunded.
 - Non-members will receive a full deposit refund if the dumpster is unused, rooms are cleaned, and no damage is found.

*Media Service	Member & Non-member	\$100
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• Media fee applies automatically if the Sanctuary is used.
• Media fee applies in Kitchen/Fellowship Hall if presentation, music, or AV support is needed.
• Media Fee is waived if only a basic mic setup is required.

IMPORTANT NOTICE:

For all events, prep time on the day before is limited to 3 hours.
Exceeding this limit will incur the *more than 1 day fee rate.*
(see fee section for details)

TOTAL AMOUNT

Responsibilities and Cleanup

By reserving a room, you agree to the listed responsibilities and cleanup requirements below:

Responsibilities

- Use only the reserved room(s) and ensure proper care of the facility.
 - If using additional rooms for dining, carpet protective tape is required.
- Set up and return all chairs/tables to their original storage or arrangement.
- Dispose of all trash properly (trash must NOT be placed in the church dumpster; violations may result in deposit forfeiture).
- Turn off all lights and secure all doors before leaving.
- Ensure all personal belongings and decorations are removed after the event.

Cleanup Requirements

- Bring your own large (55-gallon) garbage bags or replenish the church supply after use.
- Do not dispose of grease/oil in sinks or trash cans—use proper disposal methods.
- Wash, clean, and disinfect any used cooking equipment, returning items to their original storage.
- Vacuum, sweep, and mop all used areas.
- Dispose of dirty mop water and return all cleaning materials to their proper place.
- If you do not use the church dumpster, you must dispose of trash at an approved facility:
 - Milwaukee Self-Help Center: 6660 N Industrial Road (access via Mill Road)
 - Summer season (April – November): Tues–Sun, 7 AM – 3 PM
 - Winter season (November – April): Tues–Sat, 7 AM – 3 PM

Deposit & Fees

- All fees and deposits must be paid in full before the event.
- Checks should be made payable to: **Grace Hmong Alliance Church**

Reservation Policies (Overview Only)

The following are strictly prohibited during any event:

- Smoking, alcohol, or illicit substances
- No pets or animals are allowed inside the church premises.
- Worship of any entity other than the God of the BIBLE
- Spiritual rituals inconsistent with Grace Hmong Alliance Church beliefs
- Dancing or secular music performances
- Fighting, weapons, or disruptive behavior
- Any activities that contradict the Christian Faith

Guidelines to Determine Fee

To ensure fairness, protect membership privileges, and prevent misuse, we follow a structured process to determine fees for each event (See diagram). This guidelines uphold the value of church membership while keeping our facilities available for non-membership usage.

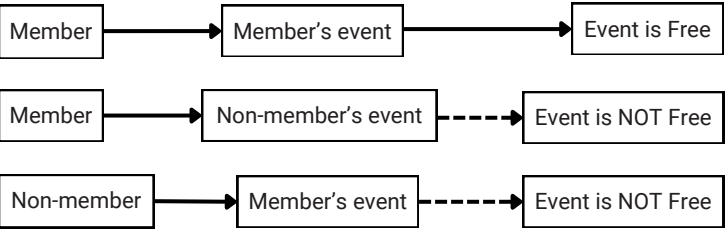
Time Rules / Usage Hours Guidelines

To help reduce utility costs, preserve supplies, and respect our neighbors and church use, **please stay within the following timeframe guide below for your reservation.** Extra time may affect others and result in additional fees.

- 7am food/prep - 12pm meal - finish/clean by 3pm
- 10am food/prep - 3pm meal - finish/clean by 6pm
- 11:00am food/prep - 5pm meal - finish/clean by 7pm

Fee Guideline Diagram

Facility rental is free for members; however donations are welcomed.



Applicant Signature: _____ Date: _____

Church Staff Reviewer: _____ Date: _____

FOR OFFICE USE ONLY

LR: 5.25

Received Date: _____ Approved: Yes No Deposit Refund: ☐ Yes ☐ No

NOTE: _____ Refund Date _____

_____ Check # _____

_____ Amt _____

Cash: _____ Check # _____ Amt _____