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Grammer House Policy

General Policy

For our facility ministry to be successful, it is important that guidelines are followed so that the facility is clean, ready, and available when needed.

Priorities and Availability

The Grammer House facility may be used by church members only for approved church and non-church related events, and approved non-profit organizations. All facility use must be approved by the chairman of trustees or pastor and scheduled through the church office on the event calendar.

The Grammer House is available for approved group events. Reservations can be made up to six months in advance and will be made on a first come first served basis. Recurring or annual events may be scheduled up to a year in advance. Priority for reserving church facilities will be given to certain groups and individuals. While there is no way to cover every possible scenario, the following guidelines will be used in determining which group takes priority when a conflict in scheduling arises. No scheduled event shall be “bumped” in the time period 30 days immediately prior to the event.

1. Church wide events
2. Small group Church events
3. Church members for personal use
4. Non-Profit Community Groups
5. Church members with for profit events
6. Non-church members

Costs

A \$50 deposit is required for church members who wish to reserve the Grammer House for non-church related events. A \$50 deposit and \$50 usage fee is required for non-church members and non-profit organizations. Approved individuals and groups are responsible for clean up as well as any damages incurred during the event. The \$50 deposit will be refunded once it is determined that the facility has been adequately cleaned and is free from damage. The deposit and usage fee may be waived for groups who currently use the facility on a recurring basis and are determined to be in good standing by the Pastor and Board of Trustees. A list of groups considered to be in “good standing” will be kept in the church office, and will be reviewed and maintained on a regular basis.

Terms of Use

A facility use agreement must be completed for each use of the facility.

No kitchen items should be removed or borrowed from the Grammer House kitchen for any reason.

To reduce plumbing problems, food should be removed from dishes before washing.

All dishes and utensils should be washed and put away at the end of the event.

The kitchen must be left in a clean and sanitary condition. This includes cook tops, tables, countertops, refrigerator, and floor.

Sinks must be left clean and free from debris.

All leftover items must be removed from the refrigerator/freezer at the end of each event.

All cooking equipment is turned off before leaving.

Any areas used must be cleaned and returned to the condition they were received. This includes restoring chairs, tables, etc to the original set-up if items were moved.

If the deck and grounds are used, trash should be picked up from these areas as well.

All garbage must be carried to the outside dumpster. Watch for leaking bags. Recycling is encouraged. A recycling bin is located outside.

Turn lights off; return heat/ac to original temperature if temperature settings were changed.

Ensure that all exterior doors are locked.

When applicable, please also refer to Facility Usage Policy, Kitchen Policy, and Wedding Policy.

Grammer House Cleaning Checklist

- Room arrangement returned to original setup
- Property free from damage
- All garbage and recycling carried to dumpster/ recycling bin
- Tables wiped clean
- Floors swept and mopped if needed or vacuumed
- All special equipment is put away
- Restrooms checked to be sure they are left in the same manner they were found.
- Empty trash.
- All dishes and utensils washed and put away.
- Kitchen area cleaned including cook top, table, countertop, floor, and refrigerator.
- Sinks left clean.
- No leftover food items in refrigerator or freezer.
- All cooking equipment turned off.
- Deck and grounds left free from litter
- All lights turned off, heat/ac returned to original settings
- All exterior doors locked