

TEACHER RECITAL INFORMATION & PROCEDURES. PLEASE READ VERY CAREFULLY.
(Discounted, special teacher recital rates are predicated on the renter following all rules.)

FIRST TIME RENTERS OF CHURCH FACILITIES

Please call the church office at 925-935-2100 to see the rental space. Returning users comfortable with the procedures may use the guidelines below and not come to the office before their recital.

RECITAL RENTAL INFORMATION

- The Sanctuary seats up to 150 people
- Lights are located on the right, just inside the main entrance doors
- The heat/air conditioning will be set for your recital
- No food or drink (bottled water is ok) is allowed in the Sanctuary or Narthex
- The rental period is up to three hours, including setup and cleanup
- Saturdays are not available for Teacher Recitals

RECEPTION RENTAL INFORMATION

- The Fireside Room is available to rent for receptions (includes restrooms, kitchen)
- We are not able to preprogram the thermostat in the Fireside room. Turn on as soon as you arrive.
- The rental period is up to three hours, including setup and cleanup
- No alcohol is permitted on the campus at any time.

FEES

- Sanctuary fee: \$170, plus the cost to use the piano(s). *Payable to Grace Presbyterian Church.*
- Fireside Rm fee (if used): \$110 (includes restrooms, kitchen) *Payable to Grace Presbyterian Church.*
- The courtyard is available for post-recital receptions free of charge
- Baldwin fee: \$50. *Payable to Performing Arts Society.*
- Steinway fee: \$100. *Payable to Performing Arts Society.*

KEY PICKUP AND RETURN

Arrange to pick up the key from the key holder about three days before your event. The key will be in an envelope and you will return the key in same envelope by slipping under church office door before leaving for the last time after the recital. **Please do not use the street facing doors. Use the courtyard entrance only.**

PAS PIANO USE CONTRACT AND PAYMENTS

Bring the signed Piano Contract, piano fee checks, and room rental check(s) to the key holder. *Separate checks must be written to Grace Presbyterian Church for room rental, and to PAS for piano rental.*

CLEAN-UP Note: Custodian and church staff are not present during or after your event.

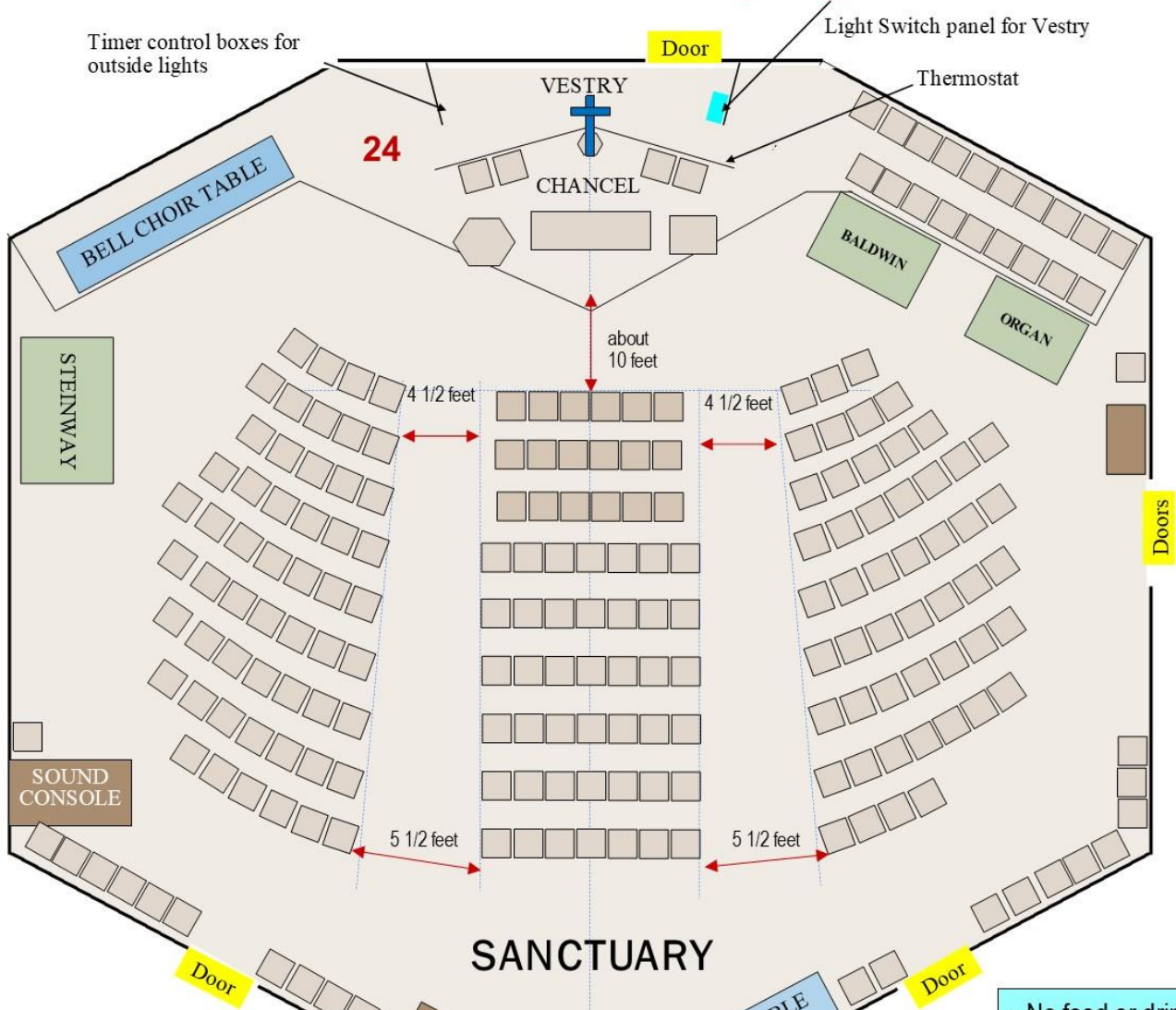
IT IS IMPERATIVE THAT THE RENTER:

- **Leave the Sanctuary, Fireside Room (if used), & restrooms as found.** Furniture must be returned to original positions (Take pictures when you arrive so you can refer to them after. The sanctuary floor plan is on page 2). The sanctuary and Fireside Rm are used every Sunday morning and must be in order.
- **All trash must be removed from the premises.** Please take trash with you to dispose of at home.
- **Plug the piano damp chaser in before leaving.**

LOCK-UP

Renter is responsible for ensuring that all outside doors are securely locked. Most of the doors must be pulled shut to insure they are securely locked. Test them before leaving. Return the key in its original envelope by slipping under the office door.

Grace Church Sanctuary Layout



Sanctuary users: It is very important to put everything back according to this plan when you are finished using the sanctuary.

- No food or drink in Sanctuary or Narthex.
- Lock and double check all doors.
- Turn off all lights.

