

GRINNELL UNITED METHODIST CHURCH

916 – 5TH Ave., Grinnell, IA 50112

641.236.3757

GUMC – FACILITY USAGE FEES	Fee	Amount
FRIENDSHIP CENTER		
Friendship Center (<i>tables & chairs only – no kitchen or food</i>)	\$25	
KITCHEN		
<u>Minimal</u> Kitchen Usage: <i>Catered meal, use of counters, prep area, oven, stove, refrigerator & clean up by user – no custodial service needed</i>	\$25	
<u>Full</u> Kitchen Usage: <i>Cooking utensils, pots/pans, dishes, cups, glasses, silverware, stove, oven, counters, prep area, oven, stove, refrigerator, large dishwasher (+ 20/hr. - GUMC trained personnel to run dishwasher (required))</i>	\$100 + Dishwasher fee @ \$20/hr.	
Equipment Usage		
AV equipment - mics, sound, projector, screens for on-site usage	TBD	
Equipment loaned for use outside of GUMC – ex. roaster, punch bowl, chairs, tables, etc. (<i>Fill out check out list with items & quantities in GUMC office</i>) <i>If damaged or lost, replace or repair at cost</i>	No charge	
YOUTH CENTER		
Youth Center (<i>space only – no kitchen, food, paint or glitter</i>)	\$25	
Youth Center Kitchen – <u>minimal</u> usage: <i>Catered meal, use of counters, prep area, oven, stove, refrigerator & clean up by user – no custodial service needed</i>	\$25	
SANCTUARY		
No special set up	\$50	
Overflow set up	\$50	
CHAPEL		
No special set up	\$20	
Special set up	\$50	
WESLEY ROOM		
No special set up	\$20	
Special set up	\$50	
CLASSROOMS	\$20/room	
NURSERY – (staffing at user's expense)	\$20	
WEDDINGS		
Use of sanctuary & other areas of the church - <i>set up and cleaning before/after rehearsal & on wedding day</i>	\$100	
Bridal Coordinator – (required)	\$70	
PERSONNEL		
Custodians (this is a mandatory minimum charge weekday \$80 & weekend \$100)	\$80/\$100	\$
Audio Technicians – arranged from approved GUMC technicians <i>Fee paid directly to AV Tech.</i>	TBD	
GUMC Organist/Pianist – <i>Fee determined in consultation with the musician & paid directly to the musician(s)</i>	TBD	
Other Musicians – <i>Fees are arranged with the musician(s) & paid directly to the musician(s)</i>	TBD	
TOTAL:		

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Number of attendees: _____ Any other requested rooms: _____

How do you want the space set up?

What AV equipment do you need (mics, sound, projector, screens, etc)

What time will you want access to set up?

What time will you be done?

Facility must be left in its original set-up. GUMC is a smoke, alcohol, and drug free facility including building and grounds.

Church facilities may be reserved no more than nine months in advance of the event. Event fees must be paid one month prior to the event date.

Cash/check/electronic payment accepted. Checks are to be made out to Grinnell United Methodist Church and leave at the church office.

Date of event _____

Name _____

Address _____

Telephone _____

Email _____

Signature _____ Date _____

OFFICE USE ONLY

Date of payment received _____

Who will lock and unlock the building for the event? _____

____ *Added to church calendar*