

## GRINNELL UNITED METHODIST CHURCH

916 – 5<sup>TH</sup> Ave., Grinnell, IA 50112

641.236.3757

GUMC – FACILITY USAGE FEES	Fee	Amount
<b>FRIENDSHIP CENTER</b>		
Friendship Center ( <i>tables &amp; chairs only – no kitchen or food</i> )	\$25	
<b>KITCHEN</b>		
<u>Minimal</u> Kitchen Usage: <i>Catered meal, use of counters, prep area, oven, stove, refrigerator &amp; 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.	
<b>Equipment Usage</b>		
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 &amp; quantities in GUMC office</i> ) <b>If damaged or lost, replace or repair at cost</b>	No charge	
<b>YOUTH CENTER</b>		
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 &amp; clean up by user – no custodial service needed</i>	\$25	
<b>SANCTUARY</b>		
No special set up	\$50	
Overflow set up	\$50	
<b>CHAPEL</b>		
No special set up	\$20	
Special set up	\$50	
<b>WESLEY ROOM</b>		
No special set up	\$20	
Special set up	\$50	
<b>CLASSROOMS</b>	\$20/room	
<b>NURSERY – (staffing at user's expense)</b>	\$20	
<b>WEDDINGS</b>		
Use of sanctuary & other areas of the church - <i>set up and cleaning before/after rehearsal &amp; on wedding day</i>	\$100	
Bridal Coordinator – <b>(required)</b>	\$70	
<b>PERSONNEL</b>		
<b>Custodians (this is a mandatory minimum charge weekday \$80 &amp; weekend \$100)</b>	\$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 &amp; paid directly to the musician(s)</i>	TBD	
Other Musicians – <i>Fees are arranged with the musician(s) &amp; paid directly to the musician(s)</i>	TBD	
<b>TOTAL:</b>		

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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*