

**Grinnell United Methodist Church**  
**916 – 5th Ave., Grinnell, IA 50112**  
**Facility Usage Fees**

Facility fees cover usage and custodial service for set-up, cleaning and other required services.

<b>WEDDINGS</b>	<b>Fee</b>	<b>Amount</b>
Use of Sanctuary and other areas of the church – set-up and cleaning before and after rehearsal and on wedding day.	\$100	
Chapel	\$25	
<b>KITCHEN USAGE (FRIENDSHIP CENTER)</b>		
Minimal Usage – a catered meal, use of oven and stove, clean-up by user. <b>No custodial service required.</b>	<b>\$25</b>	
Full usage may include use of cooking utensils, dishes, silverware, tablecloths, stove, oven, dishwasher and refrigerator. Remove all items brought in when finished. Use of large dishwasher requires a trained person. See Personnel.	\$100	
<b>EQUIPMENT RENTAL</b>		
Used Roasters	\$10 each	
Punch Bowl	\$10	
<b>KITCHEN (FIRESIDE ROOM)</b>	\$25	
<b>MEETING AREAS – may include minimal kitchen use</b>		
Sanctuary – no special set-up	\$50	
Sanctuary overflow	\$50	
Chapel – no special set-up	\$25	
Chapel – special set-up	\$50	
Wesley Room – no special set-up	\$20	
Wesley Room – special set-up	\$50	
Friendship Center (small group, 60 or less)	\$25	
Friendship Center (large group, 61 or more)	\$50	
Sunday school room	\$20 per room	
Fireside room	\$20	
Small conference room (adjacent to Fireside room)	\$20	
Nursery	\$20	
Game room	\$20	
Youth room	\$20	
<b>PERSONNEL</b>		
Dishwasher operator (large dishwasher) – arranged from approved list of GUMC technicians. Paid to the church.	\$15 per hour	
Facility coordinator(s) – <b>required for events with 61 or more people.</b> Paid to the church. (Weddings and other large events)	\$70	
Audio Technician – arranged from approved list of GUMC technicians. Pay directly to the technician.	\$50	
<b>TOTAL: Cash or check, payable to Grinnell United Methodist Church.</b> <b>Leave at the church office. Fee to be paid one month prior to event date.</b>		

**Staff organist/pianist** – Fee determined in consultation with the organist/pianist. **Paid directly to the staff organist/pianist.**

**Other musicians** – Fees are arranged with the musician(s) and **paid directly to the musician(s).**

**Facility Usage**    **Note: Facility must be left in its original set-up. Note: If not left in its original set-up, a cleaning fee of \$30 per hour with a 2 hour minimum will be assessed.**

Date of Event: Day of Week \_\_\_\_\_ Date \_\_\_\_\_

Time of Day Requested: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Number of Attendees Expected \_\_\_\_\_

Payment Received:

Amount \_\_\_\_\_ Date \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Contacts: For weddings and large events, please include 2 or more contacts:

Name	Contact 1	Contact 2	Contact 3
_____	_____	_____	_____
Address			
_____	_____	_____	_____
Telephone			
_____	_____	_____	_____
Email or Text			
_____	_____	_____	_____
Signature of Renter		Date	

Notices:

1. In the event of damage or loss, Grinnell United Methodist Church reserves the right to request payment in full for repair and / or replacement of the damaged article(s).
2. The Grinnell United Methodist Church is a smoke, alcohol and drug free facility including the building and grounds.
3. Cancellation of event: Rental fees will be refunded if office is notified 1 week or more in advance.

I / we have read this document and agree to abide by the conditions stipulated.

Signatures    Renter \_\_\_\_\_ Church Representative \_\_\_\_\_

Date    \_\_\_\_\_