

**APPLICATION FOR USE OF GRACE UNITED METHODIST CHURCH BUILDING**

1) Date(s) requested \_\_\_\_\_ Hours \_\_\_\_\_  
-please include month, day(s) and year-

2) Space requested: \_\_\_\_\_ Church \_\_\_\_\_ Sanctuary  
\_\_\_\_\_ Sanctuary/narthex \_\_\_\_\_ Narthex \_\_\_\_\_ Fellowship Hall  
\_\_\_\_\_ Fellowship Hall/kitchen \_\_\_\_\_ Kitchen  
\_\_\_\_\_ Classrooms (which ones?) \_\_\_\_\_

3) Organization/group making request and purpose for use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Grace Church members involved in organization: \_\_\_\_\_

5) Person responsible for clean up, locking up, and damage (normally person making this request)

Name: \_\_\_\_\_ Ph.# \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

6) *I certify that I have read, accepted, and will abide by Grace United Methodist Church Building Use Principles, Policies, and Procedures, and the applicable special policies (kitchen, wedding, etc).*

Signed: \_\_\_\_\_

Trustee Action [*For Church groups the defaults are: "Approved," "User Fee Waived," "Additional Damage Deposit Waived," and "Key Deposit Charged"*]

\_\_\_\_\_ **Approved as requested**  
\_\_\_\_\_ Use Approved, with the following  
modifications and/or conditions  
\_\_\_\_\_ Use denied because....

**USER FEE**  
\_\_\_\_\_ **Standard fee: \$200**  
\_\_\_\_\_ Reduced fee: \$ \_\_\_\_\_  
\_\_\_\_\_ Fee Waived

**KEY DEPOSIT**  
\_\_\_\_\_ **\$100 [No waiver]**  
\_\_\_\_\_ No key needed

**ADDITIONAL DAMAGE DEPOSIT**  
\_\_\_\_\_ **Standard Deposit: \$100**  
\_\_\_\_\_ Reduced Deposit: \$ \_\_\_\_\_  
\_\_\_\_\_ Deposit Waived

Signed; \_\_\_\_\_ for Trustees

Signed: \_\_\_\_\_ Pastor

## FEE SCHEDULE

Because we have responsibilities of maintaining and operating our facilities in a fiscally responsible manner, groups requesting use of the Church may be charged a fee for use.

### **GENERAL PRINCIPALES**

Groups directly responsible to the missions and ministries of the church will not be charged a fee (Youth, Small Groups, Emmaus, etc.). Pastor or Trustee approval of application is required.

Other groups shall be charged a fee for Church use according to the schedule below (Non-profits, Businesses, Private parties, Community Groups, etc.). Groups whose principals are closely related to those of the United Methodist Church or Grace United Methodist Church may have their fee waived or be granted a 50% fee reduction by the Pastor or Trustees (Girl Scouts, Boy Scouts, Support Groups, etc.). Pastor or Trustee approval of application is required.

Except by special waiver, fees and deposits must be paid in advance. There will be no waiver of the key deposit or requirements.

Exceptions to these principals, to the fee schedule or the deposit requirements may be granted by approval of the Pastor or Trustee.

## FEE SCHEDULE

	<u>Up to 4 hrs.</u>	<u>4 hrs. to 1 day</u>
Entire Church (Weddings, etc.)	\$200.00	\$200.00
Upper Level (Sanctuary and Café)	65.00	95.00
Downstairs Fellowship Hall	40.00	50.00
Fellowship Hall and Kitchen	50.00	60.00
Classroom (one)	20.00	25.00
Key Deposit ----- \$20.00		

A damage deposit may be charged as determined by the Pastor and Trustees.

Special use approval and fees may be charged non-church groups for pancake breakfasts, dinner preparations, etc. that require extensive use of the kitchen. Approval shall be granted by the Trustees.

The fee structure may be periodically updated by the Trustees and approved by the Leadership Council.