

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/Cafe _____ Fellowship Hall
_____ Fellowship Hall/kitchen _____ Kitchen
_____ Classrooms (which ones?) _____

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

4) Grace UMC members involved in organization: _____

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

Name: _____ Phone #: _____

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: \$300 (Wedding)**
_____ 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>per day</u>
Whole Building for Weddings including the Sanctuary	\$300.00
Upper Level Café	\$100.00
Downstairs Fellowship Hall	\$100.00
Kitchen	\$100.00
Classroom (one)	\$50.00
Key Deposit -----	\$100.00

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.