

# Grinnell UCC Building Use Guidelines

1. Building use must be arranged through the Church Administrator and approved by the Pastor.
2. Facilities are available to **nonprofit** organizations, community service agencies, individuals or families, or other groups as approved by Pastor or Governing Board. Building use fees for **nonprofit** groups may be waived by Pastor. **For-profit** individuals or groups will be charged building use fees agreed upon before permission for building use is granted. The building and facilities are available for educational but not partisan political functions. Church activities (scheduled or emergency) will have priority over use of facilities. In case of scheduling conflicts, non-church groups will be contacted as soon as possible so as to make other arrangements. **All fees will be due 2 weeks prior to the date of building use, unless prior arrangements have been made.**
3. Persons or groups using any part of the church building or its facilities will be liable for any damage resulting from their use beyond reasonable wear and tear, and it is expected that the building will be returned to its original condition.
4. A key to open outside doors will be issued to the person in charge if necessary. It is expected that the key will be returned within 24 hours after the event.
5. Prior to use, an indemnity agreement must be signed by a representative of the non-member party using facilities and a copy of non-member proof of liability insurance must be on file in church office.
6. A one-hour janitorial service fee is included in the building usage fee to all groups using the building, (profit or non-profit), for any set-up, take-down, or cleaning necessary for use of building.
7. All groups/individuals using church facilities will be responsible for making sure building is locked and all lights (including restrooms and hallways) are off if they are the last group/individual in the building at the time. Failure to do so may result in loss of building use privileges.
8. Smoking is not permitted on church property.
9. Alcoholic beverages are not permitted on church property.

## **Building Use Fees:**

<b>Sanctuary</b>	<b>\$100</b>
<b>Parlor only</b>	<b>\$75</b>
<b>Friendship Hall</b>	<b>\$100</b>
<b>Kitchen Use</b>	<b>\$100</b>
<b>Custodial Fees</b>	<b>\$75</b> (after 8 pm Saturday additional \$75)

*The above rental fees may be waived at the discretion of the Pastor.*

# Grinnell UCC Building Use Application

Today's date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time Needed: from \_\_\_\_\_ to \_\_\_\_\_

Room(s) Requested:      Sanctuary                  Parlor                  Friendship Hall  
   Kitchen

Will food be served?      Yes      No

Number of guests expected: \_\_\_\_\_

Set up requested :    Yes      No

Tables: \_\_\_\_\_      Chairs: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## To be filled in by office staff only:

Date Clear? \_\_\_\_\_      Added to Calendar: \_\_\_\_\_

Indemnity Agreement \_\_\_\_\_

Building Use Fee Paid \$ \_\_\_\_\_

Key Issued    YES    NO    Key Issued to: \_\_\_\_\_    Phone: \_\_\_\_\_