Grinnell UCC Building Use Guidelines

- 1. Building use is arranged through the Church Administrator and approved by the Pastor.
- 2. Facilities are available to organizations, community service agencies, individuals, or families. Building use fees for nonprofit groups may be waived. For-profit individuals or groups will be charged fees agreed upon before building use is granted. The facilities are available for educational but not partisan political functions. Church activities (scheduled or emergency) will have priority over other events. In case of scheduling conflicts, groups will be contacted as soon as possible in order to make other arrangements.
- 3. A key to open outside doors will be issued to the person in charge. Please return within 48 hours after the event.
- 4. Persons or groups using the building will be liable for any damage beyond reasonable wear and tear resulting from use. An indemnity agreement must be signed by a group representative and proof of liability insurance on file prior to using the facilities.
- 5. Janitorial service is included but an additional fee is charged for service after 8pm on Saturday (before Sunday worship).
- 6. All those using facilities will be responsible for ensuring all lights are off and the building is locked.
- 7. Wine and beer may be used with prior approval. Hard liquor is not permitted on church property. Smoking is not permitted on church property.

Building Use Fees:

Flat rate for entire space: \$500
Sanctuary \$100
Parlor \$75
Large classroom \$75
Friendship Hall \$100
Kitchen \$100

Custodial Fees after 8pm Saturday: \$75

Building use fees for nonprofit groups may be waived by the Pastor, although donations are appreciated. All fees will be due prior to the event, unless other arrangements have been made.

For questions, a tour, or to submit a Building Use Application (next page) please contact:

Elizabeth Haas, Church Administrator elizabeth@grinnellucc.org 641-236-3111 902 Broad Street Grinnell, IA 50112

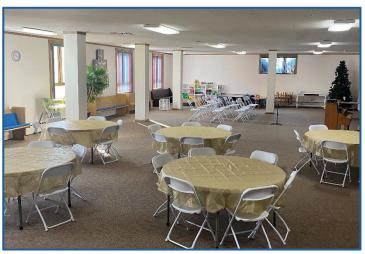
Grinnell UCC Building Use Application

| Today's date: | | | | | | |
|----------------------------------|--------------------------------|-------------|--------------|-------------|-------------|--|
| Group Name: | | | | | | |
| Contact Person: | | | | | | |
| Address: | | | | | | |
| Phone Number: | | | | | | |
| Email: | | | | | | |
| Date of Event: | | | Time Needed: | from | to | |
| Room(s) Requested: Kitchen | Sanctua | ary | Parlor | Frier | ndship Hall | |
| Will food be served? | Yes | No | | | | |
| Number of guests expected: | | | | | | |
| Set up requested : Yes | No | | | | | |
| Tables: | | Chairs: | | | | |
| Special Instructions: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| To be filled in by office st | aff only | 7: | | | | |
| Date Clear? | Date Clear? Added to Calendar: | | | | | |
| Indemnity Agreement_ | | | | | | |
| Building Use Fee Paid \$ | | | _ | | | |
| Key Issued YES NO Key Issued to: | | | | | Phone: | |











UCC photos (clockwise): exterior; sanctuary; dining hall; kitchen; parlor; stained glass



Revised September 2024