

# 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:**

<b>Flat rate for entire space:</b>	<b>\$500</b>
<b>Sanctuary</b>	<b>\$100</b>
<b>Parlor</b>	<b>\$75</b>
<b>Large classroom</b>	<b>\$75</b>
<b>Friendship Hall</b>	<b>\$100</b>
<b>Kitchen</b>	<b>\$100</b>
<b>Custodial Fees after 8pm Saturday:</b>	<b>\$75</b>

*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:      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: \_\_\_\_\_



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

