

# Grace United Methodist Church

1900 Boston Blvd – Lansing, MI 48910

Phone: 517.482.5750 Email: [lgraceumc@gmail.com](mailto:lgraceumc@gmail.com)

## BUILDING USE REQUEST FORM

Today's Date: \_\_\_\_\_

### REQUESTOR INFORMATION:

Organization / Individual making request: \_\_\_\_\_

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

City / State / Zip Code: \_\_\_\_\_

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

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

Member  Non-Member

### EVENT INFORMATION:

Date of Event: \_\_\_\_\_ # of people expected: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Set-up date & time: \_\_\_\_\_ Clean-up date & time: \_\_\_\_\_

Custodian needed for set-up? (Y/N): \$ \_\_\_\_\_ Custodian needed for clean-up? (Y/N): \$ \_\_\_\_\_

Repeat event:  N/A  Daily  Weekly  Monthly  Annually

### EVENT TYPE:

Wedding  Reception  Funeral  Funeral luncheon  Baby/Wedding shower  Anniv. Party

Holiday Party  Graduation Party  Meeting  Other: \_\_\_\_\_

### SPACE REQUEST:

Buildings:  Main Building  Parking Lot

Rooms:  Sanctuary  Chapel  Fellowship Hall  \*Kitchen

Nursery  Parlor  Choir Room

'Green' room  'Blue' room

Other: \_\_\_\_\_

***\*Refer to Kitchen Procedures for more information***

Number & Type of Tables:  Round # \_\_\_\_\_  Rectangle # \_\_\_\_\_

Number of Chairs: #: \_\_\_\_\_

*Specific set-up: please diagram desired layout on back – we will do our best to accommodate*

### KEY REQUESTED:

Yes  No Key pick up available during Office hours

### OTHER NEEDS / INFORMATION:

### OFFICE USE ONLY

Reviewed / Approved by: \_\_\_\_\_

Space not available

Date Requestor contacted: \_\_\_\_\_

Called  Emailed

Fees discussed:  Yes (Please list) \$ \_\_\_\_\_

No

Payment to: \_\_\_\_\_

Date information provided to Custodian: \_\_\_\_\_ Initials: \_\_\_\_\_

Key issued to Requestor (date): \_\_\_\_\_ Key returned to the Office on (date): \_\_\_\_\_

## Building Use General Guidelines

- Smoking is not permitted in the building.
- Alcoholic beverages or recreational drugs are prohibited in the building and grounds.
- Raffles or other forms of gambling are not permitted.
- Pets (except for service dogs) are not allowed in the building.
- Children and youth must have direct supervision by at least two adults at all times.
- Users shall be liable for damages resulting from negligence.
- Users shall comply with applicable fire and safety regulations.
- Heating, air-conditioning, sound, and other installed equipment shall be operated by persons authorized by the Trustees or the Pastor.
- Nails, staples, screws, tape, and the like are not permitted on the walls or furniture.
- Organ and grand piano shall be used only as authorized by the Pastor.
- Additional fees will be assessed if the facility is not vacated by the time specified.
- If used, AV equipment and sound system are available for a fee with the Sanctuary sound system operated only by our designated technician.
- Grace UMC and its Trustees will not be held liable in the event of an accident or injury or responsible for the loss, theft, or damage of any property brought onto or into the premises.

I have read and acknowledge Grace United Methodist Church's building use general guidelines and fees for the purpose of renting or using the property and/or facilities.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Building Use Fee Schedule

### Members/Regular Attenders

Funeral, Memorial Service, Wedding, or Personal Use Event–

- No charge for building usage. Donations requested and accepted. Costs for needed staff will be assessed.

### All other events and non-member groups –

- Sanctuary \$100
- Fellowship Hall \$100
- Classroom \$50
- Kitchen \$100 *if dishes, dishwasher, or stove are used.*

### Other Fees

- Pastor \$150
- Audio Tech \$40/hr
- Organist/pianist \$150
- Wedding Coordinator \$75
- Set up (if required) \$50
- Take-down (if required) \$50
- Programs
  - 100 B&W copies \$25
  - 100 colored copies \$35

