



GRACE UNITED METHODIST CHURCH
303 E. FENTON ST. | P.O. BOX 466
MARCUS, IOWA 51035
712-376-2639

FOR OFFICE USE ONLY:	
Amount Owed: \$	_____
Amount Paid: \$	_____

Church Facility Reservation Request and Agreement Form

Name of Event: _____ **Event Sponsor:** _____

Contact Person: _____ **Email:** _____ **Phone:** _____

What kind of event is this?

(Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> A Church Event | <input type="checkbox"/> A Business Event |
| <input type="checkbox"/> A Personal Event for a Member (Wedding, Holiday Dinner, etc.) | <input type="checkbox"/> An Event hosted by someone who is <u>not</u> a Member |
| <input type="checkbox"/> A Community Event for a Member | |

Event Start Day & Time: _____ **Event End Day & Time:** _____

Reservation Start Day & Time: _____ **Reservation End Day & Time:** _____

(REMEMBER TO RESERVE TIME FOR SET-UP AND CLEAN-UP)

Facilities needed:

(Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Sawyer Center | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Sound or Video Equipment _____ |
| <input type="checkbox"/> Fellowship Hall | <input type="radio"/> I plan to operate it myself (training required) |
| <input type="checkbox"/> Sanctuary | <input type="radio"/> I would like someone from the church to run it. |
| <input type="checkbox"/> Classroom: _____ | |

Number of anticipated participants: _____

Do you want chairs or tables set out? If so, how many? _____

Is there anything else we should know? _____

- I have read and agree to the guidelines and conditions regarding the use of the facility.
- My use of the facility is not in conflict with the beliefs and practices stated in the United Methodist Book of Discipline.

Signature: _____ **Date:** _____

Remember: Your date is not reserved until you submit your Reservation Request, Deposit, and Payment (with two separate checks) and you have received notice that your reservation has been approved.

Please submit this form via mail, e-mail, or in person during church office hours.



GRACE UNITED METHODIST CHURCH

FACILITY RENTAL POLICY Facility Reservation Procedures

Step 1:

The person wishing to rent space in the church must check with our Church Secretary to see if the date is available.

Step 2:

The person wishing to rent space in the church must fill out and submit a 'Church Facility Reservation Request and Agreement Form', along with their payment and deposit to the Church Secretary as two separate checks.

Step 3:

The Church Secretary pencils the event into the calendar and contacts the Pastor and the Building Use Committee Chairperson to approve the reservation request.

The Pastor and Building Use Committee Chair will generally give priority to members of Grace UMC, their immediate families, and organized groups that are part of the ministry of Grace United Methodist Church.

Step 4:

Upon approval by the Pastor and Building Use Committee Chair, the Church Secretary will e-mail an official notice that the reservation has been made. The reservation is not finalized until the notice is sent.

Facility Availability without Reservation

When no other events are scheduled, the Sawyer Center is available to members and authorized users for open recreation (like walking) during the hours of 8:00 a.m. and 8:00 p.m. Monday-Saturday. Children under 17 need supervision by an adult over age 25.

Sound and Video Equipment

In you are running the equipment yourself, you must schedule a training time in advance. If you would like to have someone from the church run the equipment for you, there are costs associated with this. It is also contingent on the availability of our staff and volunteers.



**GRACE UNITED METHODIST CHURCH
FACILITY RENTAL POLICY
Facility Use Fees**

Daily Facility Rental Fees

For Weddings, we charge a total flat fee of \$200 for members and \$600 for people who are not members for the use of the Sanctuary, Sawyer Center, Kitchen, Fellowship Hall, and rooms for changing on the day of the rehearsal and the day of the wedding. Please also include a \$250 deposit on a separate check.

	Personal & Community Events Hosted by Members	Business Events (Hosted by Members & Non-Members) & Events Hosted by Someone Who is Not a Member
Sawyer Center for groups with under 50 people.*;**	\$25	\$100
Sawyer Center for groups with over 50 people.*;**	\$25	\$200
Kitchen*	\$25	\$50
Fellowship Hall*	\$25	\$50
Sanctuary	\$25	\$100
Classroom	\$10	\$25

**The use of the kitchen is included in the rental of the Sawyer Center or Fellowship Hall if indicated on your reservation form and approved by the Pastor and Building Use Committee Chair. Tables and chairs designated for each area are included in that area's rental fee.*

***If you need assistance using our Sound & Video equipment during your event, there is an additional \$50/hour fee, with a minimum fee of \$50. This assistance may not be possible depending on the availability of our volunteers and staff.*

****The yearly fee for weekly or ongoing community events is twice the fee for a one-time use.
Ongoing business users must pay for each day of facility rental.*

*****Please note that Grace UMC reserves the right to cancel your reservation and refund your payment if the facility is needed for a ministry of the church or if you violate our Facility Use Guidelines.*

Facility Rental Refundable Deposits

	Personal & Community Events Hosted by Members	Business Events & Events Hosted by Someone Who is Not a Member
Sawyer Center	\$100	\$100
Kitchen*	\$50	\$50
Fellowship Hall*	\$50	\$50
Sanctuary	\$50	\$50
Classroom	\$0	\$0

Security Deposits are returned within the week of rental if all keys have been returned to the church and the Grace UMC janitorial staff finds the facility and equipment to be clean and in good condition.

If the facility is damaged, the group renting the church will be charged for repairs.



GRACE UNITED METHODIST CHURCH

FACILITY RENTAL POLICY Facility Use Guidelines

This is God's house. Please treat everyone and everything with respect. Violation of these guidelines may lead to the immediate removal of person or cancelation of your event.

Questions about our guidelines should be directed to our Church Secretary over e-mail, phone, or in person during office hours at karen@marcusgrace.com or (712) 376-2639. Please do not contact our church staff at home about facility rental questions.

For urgent maintenance issues, please contact our church custodians, Jim Kunkel (712-490-6890) or Leonard Dreckman (712-229-5269).

- Alcohol, Smoking, Drug, and Firearms Policy:
No alcohol may be served or consumed on the premises.
No smoking indoors.
No illegal drugs, items, or activities.
No firearms on the premises.
- Decorations: No pins, nails, or tape.
Suggested items: command strips, sticky tack, zip ties
- Do not bring supplies or food to the church facilities before your reservation time or leave supplies or food in the church after your reservation time unless you have specific permission to do so from the Building Use Committee. For events that extend over multiple non-consecutive days, you will typically need to take your supplies home and bring them back each time your event is held.
- Kitchen paper products are reserved for church events only.
- Food and beverages are not allowed in the sanctuary.
- Violent, abusive, and vulgar behavior and language is not allowed.

- No pets, unless service animals.
- No baseballs, softballs, skateboards, bikes, roller blades, or other objects or equipment that may cause damage.
- Equipment that is not the property of GUMC is not permitted in the facility, unless prior approval has been granted.
- Audiovisual equipment is to be used only through the approval of the pastor and Use Committee.
- In the event of damage to church property, the group or individual renting the church property is responsible for paying for those damages.
- For events that are not hosted by the church, the church is not liable for damage to persons or property and does not extend coverage for medical payments in case of injury.

To Receive Your Deposit

- Follow the guidelines (above)
- All lights must be turned off and doors locked upon departure.
- Garbage taken out and put in containers in outside room next to parking lot entrance
- Sweep/vacuum all floors, if needed
- Make sure bathrooms are tidy.
- Mop spills/messes
- Equipment cleaned/put away
 - Dishes clean
 - Sports equipment: balls, nets
 - Sound and light equipment put away and turned off.
 - Dish towels/washcloths cleaned and returned
 - Refrigerators- no leftover food & drink
 - Thermostats turned down
- All keys to be returned to church prior to security deposit being returned
- Leave facilities in the same condition as when you arrive
(Our janitorial staff should find no evidence that your group was here.)
- Report any damage in writing to the church secretary.