



# United Methodist Church of the Dunes Grand Haven, Michigan Building Reservation Request

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_

Church Member? Y/N (circle one)      Non-Profit/Profit organization? Y/N (circle one)

Sponsor (Church group and contact name): \_\_\_\_\_

Group/Organization: \_\_\_\_\_

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

Expected Attendance: \_\_\_\_\_ Event Description: \_\_\_\_\_

Date & Time Activity Starts: \_\_\_\_\_ Ends: \_\_\_\_\_

Arrival Date/Time (for setup): \_\_\_\_\_ Departure Date/Time (includes cleanup) \_\_\_\_\_

Copy of Liability Insurance (if applicable): Y/N (circle one)      [Building Use Policy](#) Reviewed: Y/N (circle one)

Technology Requested: A/V Cart, Smart TV (circle one)

Note a **Room Set-up Form** (available in the church office) must be completed and submitted at least one (1) week prior to the event.

<u>Room(s) Requested</u>	<u>Church Member or Non-Profit Organization</u>	<b>X</b>	<u>Non-Member or Business</u>	<b>X</b>
Sanctuary	\$100.00		\$350.00	
Social Hall - Lower Level	\$50.00		\$150.00	
Kitchen - Lower Level	\$20.00 + Kitchen Coordinator		\$50.00 + Kitchen Coordinator	
Ryder Lounge	\$30.00		\$60.00	
Classroom	\$30.00 for day		\$30.00 for 4 hours; \$60 for day	
Wiltse Center	\$75.00		\$250.00	
Kitchen - Wiltse Center	\$25.00 + Kitchen Coordinator		\$75.00 + Kitchen Coordinator	

**Kitchen Coordinator and Custodial Fees:**

- \$20.00 minimum includes Kitchen Coordinator being on site to open kitchen and explain rules and operations. \$15.00/hour for oversight (only) of food preparation, service, and kitchen clean-up.
- \$4.00/table for white tablecloth
- \$20.00/hour, 4-hour minimum for room set-up

**For Office Use Only**

Security: Open/Unlock Contact Name: \_\_\_\_\_ Phone (during event): \_\_\_\_\_

Close/Lock Contact Name: \_\_\_\_\_ Phone (during event): \_\_\_\_\_

Initials needed for approval/routing:

Office Administrator/Scheduler: \_\_\_\_\_ Date: \_\_\_\_\_      Pastor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Kitchen Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_      Custodian: \_\_\_\_\_ Date: \_\_\_\_\_



**United Methodist Church of the Dunes  
Grand Haven, Michigan  
Building Reservation Request**

With regards to my/our event, scheduled for \_\_\_\_\_(date), I/we received a copy of the **Building Use Policy** for the United Methodist Church of the Dunes and we agree to the terms and rules described in the Building Use Policy. We agree to remit all fees to the Church of the Dunes.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address:  
(Street/PO Box): \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

**Please return this form to:**

**United Methodist Church of the Dunes  
717 Sheldon Road  
Grand Haven, MI 49417**

Adopted by Administrative Board: 8/25/2015