

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

Event Date: \_\_\_\_\_

## United Methodist Church of the Dunes Grand Haven, Michigan

### Building Reservation Request

Submit to church office for approval

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

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

Member of this church?        **Y**                    **N**        (circle one)

Contact Phone No.        \_\_\_\_\_

Type of event: \_\_\_\_\_

Is the event "for profit"?        **Y**                    **N**        (circle one)

Expected attendance: \_\_\_\_\_

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

Arrival Date/Time (for Setup): \_\_\_\_\_ Departure Time (including cleanup): \_\_\_\_\_

**Rooms Requested:**

- Sanctuary (\$175.00)
- Social Hall- lower level (\$ 70.00)
- Kitchen- lower level (\$ 50.00)
- Ryder Lounge (\$ 30.00)
- Classroom (\$ 15.00/4 hrs; 30.00/full day)
- Wiltse Center (\$100.00)
- Kitchen- Wiltse Center (\$ 75.00)

**Assistants Required:**

- Kitchen Coordinator (non-member \$50.00, member- donation appreciated)
- Site Coordinator (non-member \$20.00/ hour, member- donation appreciated)

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**FOR OFFICE USE ONLY**

Initials needed for approval:        Secretary/Scheduler: \_\_\_\_\_ Date: \_\_\_\_\_ Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Kitchen Coordinator: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_

**Please return this form to:**

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

As regards my/our event, scheduled for \_\_\_\_\_ ,

I/We have received a copy of the Building Use Policy for United Methodist Church of the Dunes. **Y N**  
(circle one)

I/We agree to the terms and rules described in the Building Use Policy. **Y N**  
(circle one)

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Street Address**

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