

Today's Date _____

Event Date _____

United Methodist Church of the Dunes Grand Haven, Michigan

Building Reservation Request

Church member? y/n _____ non-profit/profit organization? _____

Group/Organization: _____

Contact Person: _____

Contact Phone No.: _____ Expected Attendance: _____

Event Description: _____

Date & Time Activity starts: _____ Date and Time ends: _____

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

Please check which rooms being rented:

Room(s) requested	Member Non-Profit	<input checked="" type="checkbox"/>	Non-Member All others	<input checked="" type="checkbox"/>
Sanctuary	\$50.00		\$175.00	
Social Hall – Lower level	\$25.00		\$70.00	
Kitchen – Lower level	\$20.00 +kitchen coord.		\$50.00 +kitchen coordinator	
Ryder Lounge	\$15.00		\$30.00	
Classroom	\$10.00/all day		\$15.00/4 hours: \$30/all day	
Wiltse Center	\$25.00		\$100.00	
Kitchen – Wiltse Center	\$25.00 +kitchen coord.		\$75.00 +kitchen coordinator	

Kitchen Coordinator fees:

- \$20.00 minimum includes Coordinator being on site to open kitchen and explain rules and operations.
- \$50.00 includes up to 4 hours by Coordinator and includes overseeing food portion of event, food preparation, service, and kitchen clean up on the day of the event.
- \$15.00/hour any additional time required for planning, food shopping, food preparation, table setting, food service, kitchen clean up, etc.

For Office Use Only - Initials needed for approval:

Secretary/Scheduler: _____ Date: _____

Pastor: _____ Date: _____

Kitchen Coordinator: _____ Date: _____

Church of the Dunes Room Reservation Request

As regards my/our event, scheduled for _____, 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 including the Kitchen Coordinator fees.

Name Printed: _____

Signature: _____ Date: _____

Mailing Address:

Street/PO Box _____

City/State/Zip _____

Please return this form to:

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