

Facility Use Policy and Donations

Grace United Methodist Church, Merritt Island
(321) 452-2420

Grace United Methodist Church (GUMC) has wonderful buildings and grounds that we would like to share with our members and our local community's non-profit groups, thus enabling us to express God's will as we reach out into our community.

The first step is to contact or visit GUMC's Admin Assistant. (Mon.-Thurs. 9:00 to 3:00). Please make your requests three or more weeks in advance to be added to the church schedule and to arrange for all groups to review and give final approvals.

Admin Assistant – Approval of low impact events (such as one day internal meetings)

Pastor – Approval for events to meet spiritual and church goals and will direct to, if applicable, the Church Council for their approval

Church Council – Approval for church-wide sponsored events.

Finance – Approval of fund raisers. Reviewed for potential conflicts. Money compliances.

Trustee – Approval for facility capability, risk, damage potential, and for insurance requirement

The facilities are available for events Monday through Saturday. Events should be planned to end by 9 p.m.

Church-wide activities will always take priority over any outside group activities

GUMC Facility Use Rules

- NO SMOKING/VAPE OF ANY KIND IN ANY BUILDING OR CAMPUS AREA – **THIS IS A NO SMOKING FACILITY**
- NO ALCOHOLIC BEVERAGES ARE PERMITTED IN ANY CAMPUS AREA. Any group who abuses this rule will be denied further use of the buildings or grounds and asked to leave.
- HOME USE: Some items are available to our active church members for short term home use. *Request forms are available at the Reception Desk. Return items in good condition.*
- CHILD CARE: Childcare staff and facility area is **only** available for church sponsored activities. *Requests are scheduled and coordinated through the Admin Assistant.*
- SOUND/VIDEO/LIGHTING: Equipment must be operated by the authorized Grace United Methodist Church coordinator. *Contact the Church Admin Assistant for more information.*
- INSURANCE: All outside groups are required to provide a certificate of insurance with GUMC added to the additional insured section and Hold Harmless. *Contact the Church Admin Assistant.*
- DECORATIONS: They are permitted; however, they must be done in such a manner that the facility's floors, walls, or ceiling are not damaged. Example: No duct tape, glue, staples, nails, tacks etc. Painter's tape is acceptable. All decorations and attaching products must be removed at the end of the event.
- STORAGE: There is generally no long-term storage available. Reoccurring meetings may be assigned storage within the meeting room, or in an assigned closet space. All use must be coordinated with the Admin Assistant, labeled, and kept neat. Remove all items at the termination of the group,

- **TRASH:** Liquids (drinks) should be poured in the sink, the sink rinsed, and the cup put in the trash. The liquids will leak through the thin bags. The E&A, Sanctuary, Scout Building, Fellowship Hall, and Kitchen trash/garbage **must** be taken to the dumpster on Hatfield. The large rolling cart (mule) outside of the Kitchen door may be used. Janitorial services to support events can be arranged for a donation.
- **SIDEWALKS:** ONLY CHALK may be used to write on or decorate our sidewalks. No exceptions. If your group uses chalk on the sidewalks, it is your responsibility to make sure the sidewalks are cleaned after the event. (We have had problems with glitter and poster paint.)
- **CLEANLINESS CHECK LISTS:** E&A room check lists and photographs are posted inside each room. Fellowship Hall use is covered by the "Fellowship Hall Events AFTER Your Event and BEFORE You Leave" document and likewise the kitchen is covered by the "Before You Leave the Kitchen" document.
- **CUSTODIAL SERVICES** are very limited. Each event leader is responsible for performing or arranging for setup and teardown of their events. Church personnel are usually available. As noted in the donation chart below, donation for support may be possible with coordination.
- **KEYS:** Will be issued in accordance with Key Policy

Donations

GUMC Church Groups

Donation: No

Established/sponsored ministries of GUMC will not be assessed for the use of our facilities.

Examples: bible studies, choir, Methodist District events

Non-Profit Groups

Donation: Yes

GUMC makes our facilities available to non-profit groups. All non-profit groups are requested to assist with the cost of the facilities with donations in the form of money (per the donation schedule) or in the case of no funding source, by donating items for our food pantry, clothes closet, or supporting church sponsored missions.

Profit Groups

For-profit groups are not allowed to conduct business using GUMC property/assets. If this is not followed, this could jeopardize the church's non-profit status.

Single Event Suggested Donation Schedule^{3,4}

Facility/Support	Active Member Private Event	Non-Church Member Groups; Inactive Members ²	Total
Sanctuary Donation Deposit Due at time of reservation for cleaning/damage	\$50 \$100 Refundable	\$200 \$100 Refundable	
Fellowship Hall and/or Kitchen Deposit Due at time of reservation for cleaning/damage Set up/Tear Down Table Cloths	\$50 \$100 Refundable DIY Return clean or \$50	\$200 \$100 Refundable \$50 or DIY \$50	
Fellowship Hall - Funeral/Memorial – Bereavement Committee will provide setup, service of family provided food, and cleanup	\$0	\$0	
E&A Chapel	\$50	\$100	
E&A Classrooms; Scout Building (no restroom access)	\$35	\$50	
Grounds (Outdoor Events) Basic price is \$50/\$100. If water/electric, multiple day event, cleanup required, price may increase	\$50	\$100	
Pastor ¹ , Funeral or Memorial Services (Member funerals are covered under other procedures)	\$0	\$0	
Pastor ¹ , Wedding (Includes pre-class materials)	\$250	\$250	
Organist or Pianist ¹	\$100 (each)	\$100 (each)	
Soloist/Special Music Support ¹	\$100	\$100	
Sound/Lighting/Video Tech ¹	\$100 (each)	\$100 (each)	
Custodian ¹ (Kitchen, FH, Sanctuary) Pre-arrangement necessary. AND fee may be assessed if facility is NOT "Sunday Ready"	\$100 ¹	\$100 ¹	
Wedding Coordinator ¹	\$100	\$100	
Misc.: Special item additional costs	\$	\$	
		Grand Total:	
		Deposit Refund:	

Notes:

- No monies collected at a GUMC event will go directly to individuals hosting that event. All event funds for deposit or payments must go through the GUMC Treasurer.

- No monies collected during a non-profit group event will be tracked or collected by GUMC. All financial responsibility will reside with the non-profit group.

¹ Donations for Pastor/custodial/organist/pianist/AV/coordinator for supporting the event should be given to the church contact/Admin Assistant/Treasurer for distribution to the individual, this verifies all have been paid per agreement. Any additional donations are at the discretion of the persons involved.

² By definition, an inactive member has not registered his/her attendance or has not made a contribution to the church within 6 months

³ Long term or regularly scheduled private event donations will be negotiated

⁴For baptism, wedding, and funerals for non-members, details will be discussed with Pastor

Trustee Review with updates: July 27, 2026

Last Update: Added for-profit per Council vote Approved: May 10, 2022