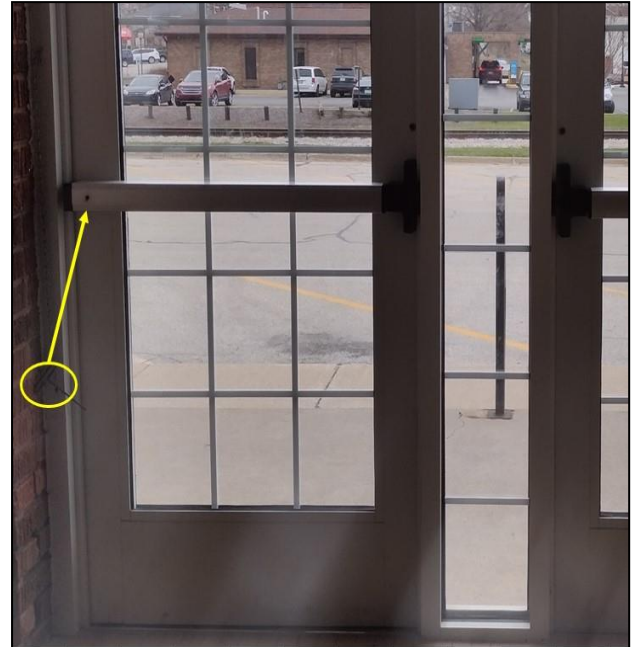
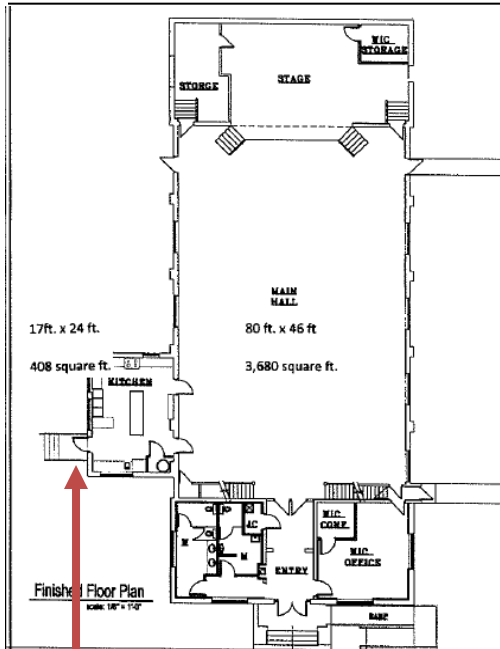




## Grant Community Center Rental ~ Opening & Closing Procedures



Enter the building through the south side entrance into the kitchen.

The front entrance doors can be unlocked using the Allen wrench style key which is hanging on a chain along side the front white double doors. Insert the Allen wrench into horizontal bar (yellow arrow on picture above), press the horizontal bar, and turn the key. This should lock the horizontal bar and allow your guests access.

This process must be repeated at the end of your event - to ensure the doors are locked, turn key the opposite direction so horizontal bar pops open. Press on the doors to make sure they will not open.



The switch for the **lights** in the main hall is on the wall to the right of the stage on the main hall floor.

Please **turn off all lights** when you are done using the building.

The **temperature control for heat and air conditioning** (the season will dictate) is on the wall in the large room, between the double doors and the stairs.

Turn it one revolution - the 1 hour timer dial will shut off automatically – turn it again if needed

After your event is finished, you are expected to sweep up any noticeable dirt or debris and spot mop only spills before they are allowed to dry. Cleaning supplies are located in the hallway closet. The door can be unlocked with the key provided. Please return all cleaning supplies to the closet.



Please ***do not drag*** the tables and chairs! After tables are set up, please utilize the table dollies to move several chairs at a time. This keeps the floor from getting unnecessarily scuffed up and damaged. When used properly, the dolly will help to save your back and your deposit!

Please remember to move all tables and chairs back to this wall at the completion of your rental.

Any chairs taken off of the stage need to be returned to the stage. **If City staff has to move chairs back to the stage area, you may forfeit all or a portion of your deposit.**

**WIFI Password: 19084985**

**If you need to use the kitchen:**

Please ensure all appliances and surfaces are clean at the end of your event or a cleaning fee may be assessed

Confirm that the ovens are turned off, and that any spills inside or outside the appliances are completely cleaned up

Remove anything that was brought in for the event including trash

Restrooms are located near the front entrance. We ask that you double check to ensure the restrooms are left in the same clean condition as when you arrive to use the facility.



**Failure to properly clean up after your rental can easily result in the loss of your deposit, with a minimum \$50 cleaning fee assessed. Any damage occurring by a visitor or guest, whether *invited or uninvited*, as a result of your rental may also result in a forfeit of your deposit.**

The Grant Community Center was built in 1921, and it is the only original building of its type remaining in Newaygo County. We greatly appreciate the generous financial investment from **The Fremont Area Community Foundation**, which allowed us not only to renovate this facility, but also to keep it open for generations to enjoy. Your assistance in keeping the the building clean and the utility bills to a minimum is appreciated, and we hope you enjoy your rental of our historic and beautifully renovated Grant Community Center!

Fee to Reserve Date (Non-refundable)	\$50.00	Holiday Rental is Friday, Saturday, Sunday Rate	
Daily Rate (Fri, Sat, Sun or Holiday)	\$300.00	Memorials and Grant Area Registered Non-profits	
Daily Rate (Mon - Thur)	\$100.00	- Weekday Rate	\$50.00
Weekend Rate (Fri 12pm-Sun 5pm)	\$400.00	- Weekend Rate	\$200.00
<i>Rate discount - City Residents \$100 (\$50 weekdays)</i>			
Security Deposit - No Alcohol Event	\$300.00	Security Deposit - Alcohol Event	\$600.00

**City of Grant, 280 S Maple St, PO Box 435, Grant, MI 49327**  
**www.cityofgrantmi.com**