



Grace Episcopal Church
116 W. Washington Ave
Madison, WI 53703
608.255.5147
togracechurch@gmail.com

Building Rental Fees

Please note: These fees are subject to change without notice and are intended to cover the actual cost to the Grace Church of Madison for the facilities used. Under special circumstances, pricing will be negotiated or additional spaces not listed here may be rented. The fees listed in this document do not apply for weddings.

For wedding pricing, please see the "Grace Episcopal Church Wedding Guide" found on www.gracechurchmadison.org under Life Events>Weddings.

Tier I Rental Fees

Tier I users: Programs, organizations, and committees of Grace Church.

- No fees

Tier II Rental Fees

Tier II users: Member use for special occasions, programs, organizations and committees of other Episcopal Churches; Groups and organizations of other religious denominations and affiliations.

Rental Space	Half Day (Up to 5 hours total)	Full Day (5--10 hours)
Guild Hall only <i>Hold approximately 100 people.</i>	\$75	\$150
Guild Hall and Kitchen <i>The kitchen can only be rented along with the Guild Hall and use of its equipment must be approved by the Parish Admin.</i>	\$125	\$200
Sanctuary <i>Holds approximately 350 people.</i>	No fee	No fee
Chapel <i>Seats approximately 20 people.</i>	No fee	No fee
Classrooms, Library, Conference Rooms, Reception Lobby	No fee	No fee
Nursery	No fee	No fee
Choir Room	No fee	No fee

Additional Fees Include:

- Custodial and Security Services--\$18/hour, includes:
 - 1 person helping to set event up, available 2 hours before event

- Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from Guild Hall before event
 - Makes sure all delivered items are in Guild Hall
 - Guarding doors during event
 - Emptying trash/recycling after event
 - Sweeping and mopping floors after event
 - Replacing and filling bathroom items
 - Securing and lock up of building
- Kitchen Coordinator = \$25/hour of time, includes:
 - Set up and preparation of food, plan on 2 hours of prep-time (depending on size of group)
 - Purchase food for event
 - Adhering to all safety standards
 - Clean up and washing of dishes
 - Returning kitchen to original sanitized state
- \$40 set up fee:
 - 1 person helping to set event up 2 hours prior to event
 - Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from Guild Hall before event
 - Makes sure all delivered items are in Guild Hall
 - Helps set up any equipment, rented items
- An additional \$100.00 refundable damage deposit is required when submitting the Rental Request Form.
 - A \$100 charge per hour will be added for events lasting past midnight on Saturday nights.

Tier III Rental Fees

Tier III users: Non-profit community organizations/non-member special occasions on a one-time basis; Non-profit community organizations on a regular basis.

Rental Space	Half Day (Up to 5 hours total)	Full Day (5--10 hours)
Guild Hall only <i>Hold approximately 100 people.</i>	\$150	\$275
Guild Hall and Kitchen <i>The kitchen can only be rented along with the Guild Hall and use of its equipment must be approved by the Parish Admin.</i>	\$200	\$375
Sanctuary <i>Holds approximately 350 people.</i>	\$350	\$500
Chapel <i>Seats approximately 20 people.</i>	\$100	\$150
Classrooms, Library, Conference Rooms, Reception Lobby	\$35 per room	\$50 per room
Nursery	\$35	\$50
Choir Room	\$100	\$150

Additional Fees Include:

- Kitchen Coordinator = \$25/hour of time, includes:
 - Set up and preparation of food, plan on 2 hours of prep-time (depending on size of group)
 - Purchase food for event
 - Adhering to all safety standards
 - Clean up and washing of dishes
 - Returning kitchen to original sanitized state
- Custodial and Security Services--\$18/hour, includes:
 - Guarding doors during event
 - Emptying trash/recycling after event
 - Sweeping and mopping floors after event
 - Replacing and filling bathroom items
 - Securing and lock up of building
- \$40 set up fee:
 - 1 person helping to set event up 2 hours prior to event
 - Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from Guild Hall before event
 - Makes sure all delivered items are in Guild Hall
 - Helps set up any equipment, rented items
- An additional \$100.00 refundable damage deposit is required when submitting the Rental Request Form.
- A \$100 charge per hour will be added for events lasting past midnight on Saturday nights.