



Grant Community Center Rental ~ Opening & Closing Procedures



The Lock Box is located to the left of the front doors.



The Lock Box has numbers (not visible here) that you push in to open the box/access key inside. After opening the front doors, remember to return the key to the permanent lock box outside. You will need to *re-enter the combination*, push the black button in, and place it back in the box to lock it.



Once inside the building, you will first need to locate the allen wrench needed to keep the doors open from the outside. Notice the red circles on this diagram. These show the location of the holes to unlock the doors.



The thermostat is located just inside the doors to the main hall, right in front of the stairs.

To turn on the heat, just push the button at the bottom to select the numbers of hours to heat the building. Please remember to push the button until it *turns the heat off* when you are done using the building.

The lights are now located to the right of the stage on the main hall floor! There is no longer a need to go up on the stage to find the lights.

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





Please ***do not drag*** the tables and chairs! Notice to the far left of this picture, a chair dolly is used to easily move several chairs at a time. This keeps the floor from getting unnecessarily scuffed up and damaged. When used properly, the chair 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.** You are expected to sweep up any noticeable dirt or debris and spot mop any spills before they are allowed to dry.

The recent kitchen renovations include two new stoves, a new refrigerator, and a microwave. If you need to use the kitchen, please keep a couple of things in mind. First, please make sure the ovens are turned off, and that any spills inside or outside the appliances are completely cleaned up. We also ask that you double check to ensure nothing is left behind.

You are welcome to use the coffee pot, and we ask that you wash it out thoroughly after use.

Please also make sure the thermostat in the kitchen is turned down to 55° before you leave the building.



We are also pleased to offer the use of fully renovated restrooms with your rental. 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 \$40 cleaning fee assessed. Any damage occurring by any visitor or guest, *invited or uninvited*, as a result of your rental may also constitute a forfeit of your deposit.

The property owners located within our *less than one square mile* City limits continue to pay for the total operational expenses of this facility through property taxes. These include the heat, electric, water and sewer utility bills. Because of the support of these property owners, we offer a slightly reduced rental rate for these property owners. A property tax bill or voter registration card in the renter's name is required at time of rental to qualify for the reduced rental rate.

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!

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

