

United Faith Church
4030 Washington Park Blvd.
Newburgh Heights, Ohio 44105

Church Rental Agreement

DETAILS REGARDING THE EVENT:

Person (s) Responsible: _____

Address: _____ **Home Phone:** _____

_____ **Work Phone:** _____

Date (s) of Activity: _____

Rehearsal Date & Time: _____

Type of Activity: _____

Decoration Date & Time: _____

Room (s) to be used: _____

RATES FOR ROOMS: Non-Member

Sanctuary \$100

Fellowship Hall \$300

Note: Rental Rates are limited to a period of 4 hours. Additional hours will be charged at \$50/hr.

..... **For Office Use Only**

Amount of Deposit: _____ **Date Received:** _____ **By:** _____

Fee (in full) due on: _____ **Received:** _____ **By:** _____

Rental Contract Rules

1. The individual signing the Rental Agreement is responsible for reading and signing this contract prior to the event. All arrangements for use and all payments should be made through the church office.
2. You may decorate tastefully, in consultation with the pastoral staff, church elder, or trustee. Set up of tables and chairs is your responsibility and should be returned to the proper location in which they were found. All areas used should be left in an orderly condition.
3. The church refrigerators and appliances are available for use. It is expected that the kitchen will be left in the condition in which it was found. All dishes used shall be washed and stored in the proper place. All countertops, sinks and appliances shall be wiped clean. The kitchen floor should be broom clean. Please do not use any church consumables.
4. Any beverage or food spilled on the ground or carpeting is to be cared for properly. Should specialty cleaning be required, this will be an additional charge.
5. All food and decorations are to be removed by the party or responsible persons **BEFORE** leaving the premises. All trash should be removed to the dumpster.
6. The person signing the Rental Agreement is responsible for any damages to the church property or equipment.
7. A \$100 damage deposit fee shall be due upon scheduling of the building. The deposit amount will be refunded 2-5 days after the event, upon satisfactory inspection of the building by church personnel.
8. Only the rooms reserved and paid for in advance are allowed to be used.
9. Fees are to be paid **IN FULL** prior to the date of the event.

I (We) verify that I (We) have read and agree to the contract rules and fees for use of the United Faith Church facilities.

Signature (s): _____

Today's Date: _____