

Date: _____

Name: _____ Phone: _____

Address: _____

Date of Event: _____ Time of Event: Start time: _____ End time: _____
(All activities and events must have an ending time of 11 PM.)

I agree:

1. To schedule my event only after checking with the church office to make sure no other event is scheduled for the Fellowship Hall on my desired date and only after approval of my event by the pastoral staff. Church functions always are given priority in the case of weekly or monthly rentals.
2. To arrange at least 72 hours in advance of my event for the unlocking and relocking of the facility. I will call the church office to make such arrangements.
3. To conduct my activity or function in a manner that does not conflict with the mission or standards of St. Jacob's UCC.
4. Smoking is not permitted on the church grounds.
5. Alcoholic beverages or drugs not prescribed by a physician will not be permitted on church property.
6. The language and conduct of those who attend my function must be appropriate to a church setting.
7. To provide adequate adult supervision for any children during my event. No children permitted to use elevator without an adult.
8. To set up and later restack and return to their storage location (unless otherwise instructed) the tables and the chairs my function requires. I understand that I must make arrangements well ahead of time to have someone unlock the storage room to allow me to procure the tables and chairs I will need.
9. To be responsible for notifying the church office of any damage to the facilities or equipment incurred during my usage and to reimburse the church for the costs of repairs or replacements.
10. To make sure all decorations for my event are in good taste; do not damage floors, walls, or furniture; and are removed immediately after the event is over. **No tape, nails, glue, helium balloons or smoke machines used in the fellowship hall.** Helium balloons and smoke machines will cause the fire alarm to go off and the elevator to shut down. In the event that the alarm is set off and the Fire Emergency Crews are dispatched to St. Jacob's I will be responsible for the charge of the Emergency Call and any charges for the elevator to be reset.
11. To use no other equipment (use of elevator if handicapped or injured is permitted) or facilities other than the Fellowship Hall/Kitchen and bathrooms located across from the Fellowship Hall. Use of stage is not allowed without approval.
12. To turn off all lights and lock all doors following my event.
13. To call the church at least 24 hours prior to the scheduled event if for some reason I must cancel my plans to use the facility. I understand that my deposit will then be refunded within ten business days.

(Use of kitchen rider agreement.)

I agree:

1. I will be responsible for leaving the facility in the same condition that I found it. I will notify the Church office of any damages those attending my event have caused to the facilities or equipment. I will be responsible for reimbursing St. Jacob's for all costs incurred in the repair or replacement of damaged facilities or equipment.
2. It is the parties responsibility to follow all health regulations from the state and local agencies and to furnish your own items needed. (Example, wearing of gloves for all food prep and serving of foods and the use of hairnets, etc.)
3. To dispose of trash, at the conclusion of my event, in bags provided in the trash receptacles and take them to the designated areas. (Additional bags are provided at the bottom of the receptacles)
4. To remove all my food, beverages, and condiments from the refrigerator and freezer after my event.
5. Not to use food or beverages in the kitchen that doesn't belong to me - with the sole exception of the salt and pepper shakers.
6. To wash pitchers, and coffee pots with soap and water; dry them; and return them to the designated storage spaces. For safety reasons, I will not leave pots on the stove.
7. To wash all kitchen dishes and utensils; dry them and return them to the designated storage spaces. I will not use the dishwasher unless I have been properly instructed.
8. To wipe down all countertops, sinks, stoves and other surfaces prior to leaving the premises.
9. To provide all the dishtowels and cloths for my event.
10. Not to allow any children under the age of 12 to be in the kitchen for any reason... for their own safety.
11. To provide my own paper products- plates, cups, napkins, tablecloths and plastic ware.
12. To make sure upon leaving that all lights are turned off and all outside doors are closed and locked.

Signed: _____ Date: _____

Approval by Consistory: _____ Date: _____

* Rental Agreement subject to change at anytime

Payment for Activities

Church Members

\$25 per hour (for use of Fellowship Hall) no charges for kitchen use.

\$10 for Sexton cleanup of fellowship hall/kitchen floors, bathrooms and equipment.

(\$100 fee to Sexton for cleanup of Sanctuary/Fellowship hall for weddings with receptions.)

Deposit

\$50 due with Reservation Agreement

To be applied as a credit to your final bill