

## Rental Agreement for Church Facilities Non-Church Members/Groups

### Event Information:

Contact Name: \_\_\_\_\_

Organization\*: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Please Describe Your Event: \_\_\_\_\_

### Event Date(s):

Start Date: _____	End Date*: _____	Frequency*:
Start Time: _____	End Time: _____	<input type="checkbox"/> Daily
Expected Attendance: Adults (18+): _____	Children: _____	<input type="checkbox"/> Weekly
		<input type="checkbox"/> Monthly
		<input type="checkbox"/> Other: _____

**Note: Dixboro United Methodist Church is a Certified "Safe Sanctuary" Facility which requires a minimum of (2) adult be present for every (6) Children present during the entire event time.**

*\*If Applicable*

### Rental Fees:

- |   |  |
|---|--|
| <input type="checkbox"/> Security Deposit   | \$200 (Refundable upon satisfactory completion of contract.)     |
| <input type="checkbox"/> Fellowship Hall  |  |
| 1-50 People   | \$145 (per 2 hours or part thereof)                              |
| 50-150 People   | \$220 (per 2 hours or part thereof)                              |
| <input type="checkbox"/> Kitchen  |  |
| 1-50 People   | \$55 (first 2 hours, \$35 each additional hour or part thereof)  |
| 51-150 People   | \$110 (first 2 hours, \$70 each additional hour or part thereof) |
| <input type="checkbox"/> Conference Room  | \$45 (2 hours)   |
| <input type="checkbox"/> Parlor   | \$45 (2 hours)   |
| <input type="checkbox"/> Music Room   | \$45 (2 hours)   |
| <input type="checkbox"/> Second Floor Class Rooms                                 | \$25 (2 hours)   |
| <input type="checkbox"/> Sanctuary (Special Use Only)                             | \$155 (2 hours, \$100 each additional hour)                      |
| <input type="checkbox"/> Wedding Package (See Wedding Application on our website) |  |
| <input type="checkbox"/> Brandon Park (Insurance Rider Required)                  |  |
| <input type="checkbox"/> Village Green (Insurance Rider Required)                 |  |

**TOTAL:** \_\_\_\_\_

*Fees for groups currently utilizing the church facilities may, at the discretion of the trustees, be renegotiated or grandfathered.*

## Facility Use Agreement:

Dixboro United Methodist Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with the principals and values of the Dixboro United Methodist Church.

All decoration, staging, and equipment must be broken down and removed immediately following the event.

Renters who expect more than 20 people must obtain General Liability Insurance of at least \$1,000,000 in which Dixboro United Methodist Church is listed as "additional insured" party. You must provide the church office with a certificate of Insurance prior to the event. Doors will not be open if the office does not receive the certification.

The event is not permitted to utilize or access any spaces not explicitly included in this contract with the exception of the washroom facilities.

While the church will do everything possible to protect your scheduled usage of our facilities, occasionally there may arise an urgent matter (i.e. funeral) that could potentially displace the time or space of your event.

Nothing is to be taped, nailed or pinned to facility walls or drapes.

## Terms and Conditions:

NO ALCOHOLIC BEVERAGES OR SMOKING ON THE CHURCH PROPERTY AT ANY TIME.  
NO FOOD OR BEVERAGES IN THE SANCTUARY.

Any property damage or replacement costs due to food or beverage will be the responsibility of the renter.

The kitchen is to be left clean, and all garbage and recyclables are to be removed from the building immediately after any function.

The renter is responsible for set-up and breakdown for all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.

Any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Trustee Committee.

All areas of the facility should be left as it was found; Kitchen, bathrooms, classrooms, etc. At the conclusion of the event, the rental party must sign a completed clean-up check list. The deposit will be refunded after inspection of the facility.

Under no circumstance will any property of the church be removed from the church without the expressed permission of church authorities. The cost of missing items will be the responsibility of the renter.

The use of church paper plates/cups, etc. and the use of church coffee makers/coffee is prohibited without expressed permission of church authorities.

## Damage Assessment:

Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.

We have read and agree to abide by the terms and conditions of this agreement, including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person (s) to enter or use church property and to remove any church property and to remove any property brought into the church when the rental period is over.

Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract.

Dixboro United Methodist Church

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee Representative: \_\_\_\_\_ Date: \_\_\_\_\_