FELLOWSHIP HALL RENTAL AGREEMENT
Rental by Church Member – One Time Event

CONGREGATIONAL UNITED CHURCH OF CHRIST OF AMHERST OHIO
379 SOUTH MAIN STREET
AMHERST, OHIO 44001
(440)988-9148 office@amherstucc.org

NAME (Church Member)_____ TODAY'S DATE_____

ADDRESS_____ CITY_____ ZIP_____

CONTACT PERSON_____PHONE: HOME_____ CELL/ WORK _____

PURPOSE/DESCRIPTION OF THE EVENT_____

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1. **Date and Time:** Date of the Event: _____ Time of Use:_____
   Open Building: _____ Close Building: _____

2. **Fees and Security:** The fee for the use of the facility by the user shall be **donation** which is due **within one week after the event. Take Donation to Church Office or Place In Offering. Mark Offering Envelope: For Use of Fellowship Hall.**

3. **Custodial Responsibilities:** Please place a check next to one of the two options below.

   _____ **Option #1**: The Church Member cleans the Area. The Church Member will clean up the Fellowship Hall, kitchen, and bathrooms after the event and leave The Area in the same condition as they found it. Clean-up will include but is not limited to; picking up trash, mopping the fellowship hall, kitchen, and bathroom floors, removing decorations (balloons, confetti, etc.), placing chairs and tables back in original location, washing of all surfaces (tables, countertops, chairs, etc), placing the trash in the outside blue trash cans.

   _____**Option #2**: The Church Member elects to pay $100 to cover custodial charges. The $100 payment is due in advance of the event. Church Member is responsible for general clean up of the Fellowship Hall, **(Clear the tables of all trash, pick up any trash on the floor of fellowship hall and place it in the trash receptacle)** bathrooms, and kitchen area (General clean-up of Kitchen if used). Custodial responsibilities performed by a church representative duties include cleaning bathroom, mopping, washing of surfaces, and placing of chairs and tables in original locations.

4. **Security deposit:** The user shall pay to the Amherst Congregational United Church of Christ (ACUCC) the amount of $___50.00____ which will be held by the Church Treasurer as security for any damage to the facility or other loss or expenses incurred by ACUCC due to the use of the facility by the user. In the event there is any damage, loss or expense incurred by the Amherst Congregational United Church of Christ due to the use, the user agrees and acknowledges that the Amherst Congregational United Church of Christ may use the security deposit for payment of same without the prior approval of the user. The amount of the security deposit paid hereunder is not a limit of the user's liability for damage, loss or expense. Any claim for the same shall be paid immediately by the user.

5. **Property Damage and Expense Indemnification, Liability Indemnification:** The user, by their signature below, agrees to be personally, jointly, and severally liable and responsible for any and all property damage, expenses incurred, and liability incurred to the facility or by the ACUCC arising from or in any way incurred by the user of the facility or by the acts of any guest, employee, or invitee of

the user, whether intentional or not, including any claims against the ACUCC due to the negligence of the user, by any guest, employee, or invitee of the user. The liability and responsibility of the user shall include all aspects of the facility, including the building, and all of its systems and appurtenances, the surrounding area, equipment, including theft and breakage, and all of the user's personal property.

6. **Cancellation and Termination**: ACUCC reserves the right to cancel or terminate the use and retain the use fee and security deposit paid if for any reason, within the independent and sole discretion of the ACUCC, there is or will be, any violation of this agreement, of any rule regarding the use of the facility, any obligation of the user hereunder, or for any other reason based on health and safety concerns. Each party to this contract may terminate the contract at any time with 30 days notice. The ACUCC will give a 30 day written notice for any changes to this contract.

7. **Facility Rules and Regulations**
   a. Use of the Church building shall be limited to the Fellowship Hall, kitchen, and adjacent rest rooms in the basement of the building.
   b. **No tape of any kind may be used to adhere decorations, signage, etc to the walls.**
   c. The building shall not be opened or the lights turned on more than one hour before the start of the event unless a request is made to church secretary. Church Secretary will make the request to authorized representative. Please allow 2 days for an answer.
   d. The user must pick up the trash inside and outside of the building and place it in the trash receptacle outside of the building.
   e. Pursuant to the Ohio Revised Code, Chapter 3794, there will be no smoking in the building or within 30 feet from the building.
   f. Before leaving the building, the user must walk through the basement and make sure that all lights are turned off, water is not running in the sinks and toilets, and doors are locked. The dehumidifier must be plugged in. The fireplace and projector are turned off. The building must be left in the same condition it was found.
   g. Customer will not adjust thermostats without permission. Ceiling fans can be used.
   h. No alcoholic beverages.
   i. No gambling of any form.
   j. The maximum capacity of the hall is 101 people.
   k. Church Member will not leave the premises until a church representative is onsite to close and lock the building.

The user by signing below acknowledges that they have carefully read, understand, and are in agreement with all the provisions contained in this agreement, and more specifically those of liability and damage.

Date:_____

User:_____

Signed By:_____

Print:_____

Date:_____

Amherst Congregational United Church of Christ

Signed By:_____

Title:_____

USE OF HALL DONATION $ _____
CUSTODIAL FEE $ 100.00
SECURITY DEPOSIT $ 50.00

Total Amount Due **$** _____

Check #1 Made out to ACUCC
Check #2 CASH (if applicable for custodian)
Check #3 Made out to ACUCC