



Unionville United Methodist Church

1297 Route 68 * Rochester, PA 15074

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Rental Agreement - Family Life Center

Renter Name: _____

Rental Date: _____

Organization: _____

Rental Time: Start:_____ End:_____

Note: Use of hall is limited to rental time only (up to 6 hours), including set-up, decorating and clean-up.

Contact Info:

Address _____

Event: _____

Est # People: _____

Phone(s) _____

The undersigned agrees to rent the use of the Family Life Center (FLC) of the Unionville United Methodist Church with the following understandings:

General:

- Person signing and responsible for renting the facilities must be at least 21 years of age.
- No alcohol, or gambling is permitted on church premises. Tobacco products may only be used outside the facility.
- All thermostats are preset and not to be changed.
- Rental includes use of hall and restrooms; limited use of refrigerator is permitted.
- No cooking is permitted without prior approval of Church.
- Renter agrees to be responsible for all their guests, including any damage to the property, building, or contents.
- All persons within the renter's group shall remain in the FLC, its restrooms, and kitchen.
- All decorating will be done within the rental time with the understanding that no tape, nails, or other fasteners are to be used on any surfaces. All decorations are to be removed at the completion of the event. Set-up and tear down are to be completed within the rental time.
- Upon conclusion of the event, renter shall return the FLC to its original condition. All food and beverages are to be removed; all trash placed in the dumpster and remainder of the attached checklist completed.
- All events must end by 11:00 pm (except by prior approval).

General Rental Payment Schedule:

- Reservations for rental of the Family Life Center will be accepted up to (1) one year in advance of the rental date.
- Up to Six (6) Hour Event - UUMC Member - \$ 75; Non-Member - \$ 125
- Additional hours may be added to the Six (6) Hour event at the rate of \$20 per hour.
- A deposit of \$ 35 (member) or \$ 50 (non-member) shall accompany the Rental Agreement form. Hall is not reserved until deposit and Rental Agreement form are received by the Church Office. The balance of the rental is due 1 month prior to the rental date.
- The rental date may be changed or cancelled up until 1 month prior to event with no penalty.
 - Should a date be changed or cancelled within 2-4 weeks prior to the reserved date, the deposit shall be forfeited.
 - Should a date be changed or cancelled within 2 weeks of the reserved date, the full fee shall be forfeited.
 - If the FLC is ultimately rented for that cancelled date, any fees paid will be returned.
- Key may be picked up during Church Office hours the week of the Event with a \$ 20 key deposit. Key deposit will be returned to renter following inspection of facility after Event.

Sports Team Practices Rental Payment Schedule:

- Reservations for rental of the Family Life Center will be accepted up to (1) one year in advance of the rental date.
- ❖ 1-hour practice - \$ 30.00; 2-hour practice - \$ 35.00; 3-hour practice - \$ 40.00
 - Teams must supply Certificate of Insurance w/Rental Agreement form.
 - Full one month payment with completed Rental Agreement form is required to reserve the hall. Hall is not reserved until payment and Rental Agreement form are received by the Church Office. Subsequent payments, should they apply; are due, in full, one month prior to the date reserved.
 - Rental date may be changed or cancelled until 2 weeks prior to rental with no penalty. Should a date be changed within 2 weeks of the reserved date, full payment shall be forfeited; however, if the FLC is ultimately rented for that canceled date, the renter’s payment will be returned.

I, the undersigned, do hereby understand and agree to the aforementioned conditions, rules, and fees. I also understand that the violation of any of the guidelines listed here may result in forfeiture of deposit and rental privilege.

I agree to be on-site for the entirety of this event.

Renter Name: (print) _____ Deposit Paid: _____

Renter Signature: _____ Date: _____

*Rental is not approved until agreement is signed by Unionville UMC appointed representative.

Approval Signature: _____ Date: _____

Renter Name: _____ Date: _____

Renter Hall Checklist

- All Food & Beverages Removed
- All Garbage Placed in Dumpster
- All Tables & Chairs Put Away
- All Lights Turned Off
- All Doors Locked
- Coffee Pots Turned Off
- Floor Vacuumed
- Toilets Flushed
- Water Turned Off

Renter Signature: _____ Date: _____

Staff Review

- Family Life Center has been returned to its original condition.
- Family Life Center has not been returned to its original condition. Specifics:

Staff Signature: _____ Date: _____