



# Unionville United Methodist Church

1297 Route 68 \* Rochester, PA 15074

724-843-0862

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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.
- 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
- 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 when picking up key.
- Key may be picked up during Church Office hours the week of the Event with a \$ 20 key deposit. **Rental must first be paid in full.** Key deposit will be returned to renter following inspection of facility after Event.
- Rental date may be changed or cancelled until 2 weeks prior to event with no penalty. Should a date be changed within 2 weeks of the reserved date, the deposit shall be forfeited; however, if the FLC is ultimately rented for that canceled date, the renter’s deposit will be returned.

**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) \_\_\_\_\_

Renter Signature: \_\_\_\_\_

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

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

Approval Signature: \_\_\_\_\_

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

## Renter Hall Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> All Food & Beverages Removed   | <input type="checkbox"/> Coffee Pots Turned Off |
| <input type="checkbox"/> All Garbage Placed in Dumpster | <input type="checkbox"/> Floor Vacuumed         |
| <input type="checkbox"/> All Tables & Chairs Put Away   | <input type="checkbox"/> Toilets Flushed        |
| <input type="checkbox"/> All Lights Turned Off          | <input type="checkbox"/> Water Turned Off       |
| <input type="checkbox"/> All Doors Locked               |   |

Renter Signature: \_\_\_\_\_

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

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### Staff Review

Family Life Center has been returned to its original condition.

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

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Staff Signature: \_\_\_\_\_

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