

Emmanuel United Church of Christ
Fellowship Hall Rental Agreement

Availability & Fees

Fellowship Hall is available to rent for non-community meetings or events. It is not to be used for "profit" activities. There is no fee for community meetings or member funerals. The hall is rented on a first come, first served basis.

Fees must be paid in full when reserving a date for your activity.

*Fees: \$100 for Members

\$250 for Non-Members

*Large events which require extensive setup/tear down/cleanup will incur an additional \$50 fee for custodial services.

Facility Specifics

Facilities included in Fellowship Hall rental include: Fellowship Hall, the kitchen, and restrooms. Hall capacity is 150 individuals. All other areas in the church building are off-limits.

Kitchen use includes: sinks, counters, refrigerator, and coffeepot. This agreement does not include dishware, flatware, towels or the dishwasher. If the stove/oven are needed, arrangements must be made in advance with the Property committee.

Decorations & Cleanup

- No tape, tacks, staples, glue, nails or other fasteners are to be attached to the walls, ceiling or doors of the hall. Please ask if you will need to use the bulletin board.

At the conclusion of your activity:

- All trash must be bagged and placed in the dumpster in the back corner of the church parking lot.
- Tables should be wiped clean and the floors swept. Coffee pots must be cleaned.
- Restrooms should be checked.
- Tables, chairs and kitchen equipment should be returned to where they were found at your arrival.

The following contract is between the Renter and Emmanuel UCC. The contract may not be sublet to another individual/group.

Date and Time of Function _____

*** Events may not exceed 6 hours, including setup and tear down.*

Purpose _____

Notes _____

Facility Information

Emmanuel UCC Fellowship Hall
6656 Center Road
Valley City, OH 44280
330-483-3655
emmanuccvlycty@zoominternet.net

Renter Information

Name_____

Address_____

Phone_____

Email_____

Fee for Rental (Y/N)

Amount Paid_____

Date_____

Signatures

I, the Renter, agree to abide by the terms of the agreement on the previous page and understand that Emmanuel UCC and its members are not responsible for, and assume no liability for, any injury or damage caused by any items rented from the church. I also understand that I will be held responsible for the cost of any loss or damage to church property.

Renter's Signature_____

Church Agent's Signature_____