



FELLOWSHIP HALL RENTAL AGREEMENT

Rental by a Non-Church Member- One Time Event

379 S. Main Street, Amherst, OH 44001

(440) 988-9148

office@theccucc.org

Name: _____ Today's date: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____

Home Phone: _____ Cell Phone: _____

Date of the Event: _____ Time of Use of the Facility: _____

Opening Building: _____ Closing Building: _____

1. **Fees and Security:** The fee for the use of the facility by the user shall be **\$350** for 4 hours of use; \$100 per hour thereafter including any additional time used after the 4 hour rental time. The fee for the facility is due in full **5 days before the event**. The user shall pay to Community Congregational United Church of Christ a check in the amount of \$200 which will be held by the Church Treasurer as security for any damage to the facility or other loss or expenses incurred by Community Congregational United Church of Christ due to the use of the facility by the user. In the event there is any damage, loss or expense incurred by Community Congregational United Church of Christ due to the use, the user agrees and acknowledges that Community 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. In the event there is no damage to the facility, the check will be returned to you within one week after the event. Please call the church office to collect **your deposit check**.
2. **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 Community Congregational United Church of Christ 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 Community Congregational United Church of Christ 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 systems and appurtenances, the surrounding area, equipment, including theft and breakage, and all the user's personal property.
3. **Cancellation and Termination:** Community Congregational United Church of Christ 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 Community Congregational United Church of Christ, 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-day notice. Community Congregational United Church of Christ will give a 30-day written notice for any changes to this contract.
4. The User will pay **\$150 to cover custodial charges. The \$150 payment is due in advance of the event.**
5. **Facility Rules and Regulations**
 - a. **Use of the Church building shall be limited to the Fellowship Hall and adjacent rest rooms in the basement of the building.**
 - b. **No one should be upstairs for any reason.**
 - c. **No tape of any kind may be used to adhere decorations, signage, etc. to the walls.**

- d. If any setup (decorations for example) is needed, it is to be done within the rental time.
- e. The user must clear the tables of all trash, pick up any trash on the floor of the fellowship hall and place it in the trash receptacle outside of the building. **General cleanup of Kitchen if used.**
- f. Pursuant to the Ohio Revised Code, Chapter 3794, there will be no smoking in the building or within 30 feet of the building.
- g. **No alcoholic beverages. This includes wine, wine cooler, beer etc.**
- h. **No gambling in any form.**
- i. The maximum capacity of the hall is 101 people.

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

Date: _____

Date: _____

User: _____

Community Congregational United Church of Christ

Signed By: _____

Signed By: _____

Print: _____

Title: Office Manager

Deposit Date : _____ Cash/Check # _____

Security Deposit: \$200.00 _____

Check #1 – Please Make Check payable to CCUCC

Rental Fee (4-hour rental) \$350.00 _____

Check #2 – Please Make Check payable to CCUCC

Additional Hours ____x \$100.00 _____

Check #3 – Please Make Check out to cash

Use of kitchen \$150.00 _____

Custodial Fee: \$150.00 _____

Rental of Table clothes: \$25.00 _____

Use of Projection Screen/Sound \$50.00 _____

Table & Chair set-up/take down \$50.00 _____

Total Amount Due: _____

Date Deposit Returned or Check Shredded _____

Day of Event Contact Person: _____

Church Office (440) 988-9148