

# Rental Agreement for Special Events at the Fellowship Hall



1. The rates for renting rooms at the Fellowship Hall (“the Hall”) for a special event lasting up to four hours are as follows:

Room 1: \$10	Room 4: \$150
Room 2: \$30	Entire Venue: \$225
Room 3: \$60	
2. (Renter’s name) \_\_\_\_\_ (“Event Sponsor”) agrees to rent (space) \_\_\_\_\_ at the Hall on (day/s) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_. The rental charge for the event shall be \$\_\_\_\_\_.
3. The Event Sponsor agrees to pay the full amount of rent on or before the date of the event. Payments shall be by cash or check payable to The Fellowship Hall. The Event Sponsor understands that failure to pay may result in termination of this agreement.
4. To keep the Hall clean and safe for all in recovery, the Event Sponsor agrees to read and adhere to the community rules and the general guidelines for special events, which are attached to this agreement. The Event Sponsor understands that failure to adhere to the rules may result in termination of this agreement at the Hall’s sole discretion.

**Signed By:**

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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\* For an event lasting longer than four hours, please add \$10 per hour for each additional hour.

# General Guidelines for Special Events at the Fellowship Hall

## GENERAL GUIDELINES and LIABILITY:

- 1) The Event Sponsor shall assume all responsibility for injury to any persons who are attending the hosted event.
- 2) The Event Sponsor shall pay, in full, the rental of rooms prior to the start of the event.
- 3) The Event Sponsor shall be responsible for supervision over all persons in the Hall and on its grounds. Disorderly conduct is prohibited. Dogs, unless they are service animals, are not allowed in the building.
- 4) The Event Sponsor shall be permitted access to the building for the purpose of decorating/set-up no earlier than 8:00 am on the day prior to the event, or directly after regularly scheduled meetings on the day of the event. No live plants can be used as decoration without prior approval from the Hall.
- 5) After the event has concluded and the appropriate cleanup procedures have been completed, the Event Sponsor shall be responsible for locking all exterior doors to the building, leaving The Hall in its normal condition.
- 6) Clean up must take place at the conclusion of the event. All decorations must be put back where and how they were found prior to the event.
- 7) Fellowship Hall assumes no responsibility for any foodstuffs, beverages, or other items the Event Sponsor brings into the building.
- 8) Alcoholic beverages, drugs, or weapons are not allowed in the building or on the building grounds.
- 9) The Event Sponsor shall be liable for all breakage and other damage or loss to property resulting from the occupancy and use of the building and grounds, other than normal wear and tear. No equipment shall be transferred from one room to another or from one floor to another except by permission of the Hall.
- 10) The Event Sponsor shall not remove, alter, adjust or otherwise change any light fixtures or light bulbs, or turn off any electrical circuit breakers, put nails or hooks in ceiling or walls. All fish line or other hanging materials from the ceiling or on walls must be completely being removed.
- 11) Fellowship Hall assumes no responsibility for services such as childcare at any time.

## SET-UP:

- 1) No live materials or plants may be used for decorations without prior approval from The Hall. Open flames are prohibited.
- 2) No hooks, or nails shall be placed in ceiling or walls.
- 3) The Event Sponsor shall remove all adhesive materials from tables, chairs, windows, walls, ceilings, and outdoors.
- 4) Set-up of tables, chairs, bandstands, etc. shall be the responsibility of Event Sponsor.
- 5) Music must stop by 12 a.m.

## CLEAN UP:

- 1) Two people must provide contact name and phone numbers for Clean Up responsibilities.
- 2) After the event, all rubbish should be placed in plastic bags and those bags should be placed in the dumpster, located at the end of the parking lot behind the brown gate.
- 3) All tables and chairs are to be cleaned and wiped down, the extra chairs are to be placed on the left area of the stage, tables should be set up as they were found prior to the event.
- 4) All garbage from kitchen, nursery, nursery bathroom, men's and women's bathrooms shall be emptied and placed in dumpster.
- 5) All dishes shall be washed in hot soapy water, rinsed thoroughly and put away.
- 6) All lights, fans and coffee machines should be shut off. All doors should be locked.

## Community Rules for Groups Using the Fellowship Hall

1. No food shall be prepared in the kitchen without the prior consent of The Fellowship Hall (“the Hall”). The kitchen shall be thoroughly cleaned after each use and garbage deposited in the outdoor dumpster.
2. Any dairy products or other foods stored in the refrigerator shall be clearly marked with the name of the owner, and the date it was placed in the refrigerator. The Hall has the right to remove any foods that are spoiled, unmarked, or past their shelf life.
3. The Hall shall supply each Group’s authorized representative with one code for the lock on the main doors. Groups shall provide the code only to authorized group representatives. Each Group shall be responsible for ensuring the security of its code and shall maintain a list of all persons with access to its code. In the event that an unauthorized person acquires or retains possession of a Group’s code, the Group shall promptly notify the Hall. Each Group is responsible for all damages incurred during the use of its code.
4. Each Group shall use only the space it has rented according to its written rental agreement and shall not use other space without the consent of the Hall.
5. Each Group agrees that its members will maintain the space in a clean and safe condition. Trash shall be removed and placed in the outdoor dumpster after each meeting. Tables must be wiped down, and stored in or returned to their original location. After each meeting, Group members will: mop or vacuum as needed; wash and dry utensils and crockery; clean coffee makers and pots and turn off all heating elements; and police the outside area, especially smoking areas, returning it to a clean and safe condition. The Hall provides cleaning supplies so that Groups can meet these commitments.
6. Absolutely NO SMOKING in the building. Smoking is permitted only at the designated outdoor location.
7. No dogs, cats, or other pets are allowed inside the building at any time, except for service animals, as required by law. Owners shall be responsible for dogs kept outside or in vehicles and shall keep their dogs quiet. If a dog barks persistently, Group representatives must ask the owner to leave the premises. Animal owners shall remove any animal waste before leaving The Fellowship Hall property.
8. Groups agree to work with the Hall to protect the Hall’s good relationship with its neighbors. If the Hall receives a complaint from a neighbor about the behavior of the member(s) of a particular Group, that Group will work with the Hall to resolve the issue and prevent any recurrence.
9. Groups shall not use the child care rooms during meetings unless children are provided with adequate supervision. Group representatives shall not permit any attendee at their meetings to leave a child unattended in the child care rooms or elsewhere on the premises.
10. Group members shall abide by all regulations and restrictions posted on The Fellowship Hall bulletin board. The Hall will make every effort to notify Groups if there is a significant change in any regulations or restrictions.
11. At a Group’s request, the Hall may provide storage space. Groups are responsible for the security of any items kept in that space. If a Group secures its storage space with a lock, the Group agrees to give the Hall access to the key or combination. Upon termination of this agreement, the Hall may dispose of any items left behind in the storage space.
12. The Hall shall communicate with Groups about concerns, issues, or rental agreements by email or letter using the contact information provided by the representative that signed the Group’s rental agreement. Groups are responsible for ensuring that this information is kept current and accurate.
13. Cars and bicycles should not be parked outside the Hall overnight. If a bicycle is left outside for more than 7 days, it will be deemed abandoned and will be removed by the police.
14. Failure to adhere to these community rules may result in the termination of a Group’s rental agreement. If sufficiently serious, a single violation of these rules may result in immediate termination of a Group’s rental agreement. In most instances, however, the Hall will make every reasonable effort to notify the Group’s representatives of issues and work cooperatively to resolve them. If such efforts are unsuccessful, the Hall will notify the Group that it is terminating the Group’s rental agreement, in which case the Group agrees promptly to vacate the space.