



Brookfield United Methodist Church
Rental Contract
 (Revised January 5, 2023)



PLEASE SIGN AND RETURN THIS CONTRACT TO THE CHURCH OFFICE PRIOR TO DATE OF USE. Final fees are due two (2) weeks before event date. Reservation is not binding until fees are paid in full. Fees are refundable upon a 24 hour advance notice of cancellation. If a key is needed, it must be picked up in the office during office hours (Mon. Wed. Thurs. 9-2), the week before the rental.

_____ desires to use: *(circle choice/s)*
 Name of Renter Telephone

Sanctuary/Parlor - Fellowship Hall - Kitchen– Church School rooms – Other

on _____ from _____ am/pm to _____ am/pm.

Write the following fees as applicable on the lines:

A. Facilities Use

Non-member fees:

- 1. Sanctuary/Parlor..... \$300 \$ _____
- 2. Fellowship Hall..... \$200 \$ _____
- 3. Kitchen..... \$100 \$ _____
- 4. Church School Rooms..... \$100 \$ _____
- 5. Snow Removal - Parking Lot..... \$125 \$ _____

*Members Fees:

*(*church members must sign contract)*

- 1. Sanctuary/Parlor..... \$100 \$ _____
- 2. Fellowship Hall/Kitchen for private functions..... \$100 \$ _____
- 3. Church School Rooms..... None \$ _____
- 4. Snow Removal for private functions..... \$125 \$ _____

Non-Profit Community Organization Fees:

(Fees may be waived at the discretion of the Church Trustees/Minister)

- 1. Sanctuary/Parlor..... \$100 \$ _____
- 2. Fellowship Hall..... \$100 \$ _____
- 3. Kitchen..... \$50 \$ _____
- 4. Church School Rooms..... \$25 \$ _____
- 5. Snow Removal – Parking Lot..... \$125 \$ _____

B. Custodial fee for Sanctuary rental (to be paid separately)

Member and nonmember fees:

\$50.00 \$ _____

C. Refundable Custodial/Damage Deposit:

(In addition to facilities use fees.) Deposit will be refunded after the event upon return of the key and satisfactory inspection (that /the room is clean and nothing is damaged) by a Church Trustee Representative. If cleanup / repair is required, deposit will be held until work is completed and paid for. The balance of deposit, if any, will then be refunded.

NON-MEMBERS, MEMBERS, NON-PROFIT COMMUNITY GROUPS:

- 1. Fellowship Hall..... **\$100** \$ _____
- 2. Kitchen.....**\$50** \$ _____

Total Fees payable to: “ The Brookfield United Methodist Church” \$ _____

Payment of Fees/Deposits:

Cash or check only. Please make checks payable to:

The Brookfield United Methodist Church
P.O. Box 22
Brookfield, Ohio 44403

Payment is due two weeks prior to date of intended use.

Policy Rules for use of Church Facilities

- 1. No gambling or raffle tickets are to be sold.
- 2. No alcoholic beverages permitted on the premises.
- 3. No smoking permitted within the facility.
- 4. The children’s play equipment is not to be used. It is the property of the preschool and must be protected from food allergens / illnesses.
- 5. Renter is to provide personnel for set-up and take-down **on day of the event.**
- 6. Renter is responsible for any and all equipment breakage or misuse.
- 7. The facility is to be vacated and locked no later than 11:00 pm.
- 8. If renter does not clean/or leave the facility as it was, the custodial deposit will not be refunded.
- 9. If, after inspection by a designated Trustee representative, and deemed in order, the custodial/damage deposit will be refunded to renter upon return of the key. If clean-up/repair is required, the balance of the deposit will be paid after work is completed and paid.

Signature of Renter

Date