

**BROOKFIELD UNITED METHODIST CHURCH**  
**RENTAL CONTRACT**  
 (REVISED 2/18/15)

**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.....\$200 \$ \_\_\_\_\_
- 2. Fellowship Hall.....\$175 \$ \_\_\_\_\_
- 3. Kitchen..... \$50 \$ \_\_\_\_\_
- 4. Church School Rooms..... \$50 \$ \_\_\_\_\_
- 5. Snow Removal - Parking Lot..... \$80 \$ \_\_\_\_\_

**\*MEMBERS FEES:**

**(\*CHURCH MEMBERS MUST SIGN CONTRACT)**

- 1. Sanctuary/Parlor..... NONE \$ \_\_\_\_\_
- 2. Fellowship Hall/Kitchen for private functions.....\$75 \$ \_\_\_\_\_
- 3. Church School Rooms..... NONE \$ \_\_\_\_\_
- 4. Snow Removal for private functions.....\$80 \$ \_\_\_\_\_

**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.....\$80 \$ \_\_\_\_\_

**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 room is clean and nothing is damaged) by a Church Trustee Representative. If clean up/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. RENTER IS TO PROVIDE PERSONNEL FOR SET-UP AND TAKE-DOWN ON DAY OF THE EVENT.
- 5. RENTER IS RESPONSIBLE FOR ANY AND ALL EQUIPMENT BREAKAGE OR MISUSE.
- 6. THE FACILITY IS TO BE VACATED AND LOCKED NO LATER THAN **11:00 PM.**
- 7. IF RENTER DOES NOT CLEAN/OR LEAVE THE FACILITY AS IT WAS, THE CUSTODIAL DEPOSIT WILL NOT BE REFUNDED.
- 8. 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