

UNION CHURCH
Facility Rental Application - Per Day

Please read the following. Sign and date where indicated on pages three and four.

QUALIFICATIONS, REQUIREMENTS, AND RESTRICTIONS FOR THE USE OF UNION CHURCH FACILITIES

1. Application for the use of facilities shall be received by the church office at least two months prior to the date required.
2. Organizations other than those that are Union Church sponsored must submit to the church office a certificate for Commercial General Liability Insurance; \$300,000 coverage per occurrence, \$600,000 aggregate, by one week prior to the date of the activity or rental will be denied.
3. Rental fees are to be paid at least two weeks in advance of the rental date, following approval.
4. A \$100.00 refundable deposit is required from **all** who rent the facilities. A \$200.00 refundable deposit is required from those who rent the parlor.
5. Smoking is prohibited in all buildings.
6. Consumption of alcoholic beverages is not permitted on Union Church property.
7. Bags of trash and other debris shall be removed to the trash bin by the renting organization.
8. Facilities are to be left in the same condition as they were found: windows closed, floors clean of debris, lights off, thermostat set to 55 degrees, playground and lavatories picked up, etc.
9. No use is to be made of Union Church facilities during or near the time of worship.
10. Parking on lawn areas is prohibited and lawn areas are available for use for activities **ONLY** with special permission.
11. Responsibility of setting up tables and chairs and returning them to storage areas is that of the renting organization. If this is not possible, the sexton can be hired (through Buildings and Grounds Committee).
12. The use of designated facilities includes only the room and accompanying furniture. Projectors, screens, recorders, etc. must be supplied by the renting organization.
13. Functions are not to last beyond 10:00pm.
14. Damaged or broken items shall be replaced and/or repaired by the renting organization upon approval of the Buildings and Grounds Committee.
15. Union Church facilities are not available to for-profit businesses, or to organizations for use as locations to raise funds, or for games of chance.
16. Lectures or groups for discussion shall be held in Fellowship Hall.
17. Musical recitals shall be restricted to Fellowship Hall unless sponsored by Session.
18. Organizations requesting the use of the sanctuary **MUST** apply for sponsorship by Session and only so sponsored will be granted use.
19. The organ is to be used only by an accomplished artist, and must be approved by the Worship and Music Committee, the church organist, and Session.
20. Members of Union Church using the facilities for their personal use pay the Union Church a fee of \$35, the sexton's fee, and the refundable deposit. Membership in an organization **IS NOT** deemed personal use.
21. Please refrain from the use of smoke/mist machines and strobe lights. Please keep the volume of music at a reasonable level, out of respect for the neighbors.

Reminder

At least two weeks in advance of the rental date, these must be provided to the church office:

- certificate of insurance
- \$100.00 refundable deposit for rental of the facilities; \$200.00 refundable deposit for rental of the parlor
- rental fee (according to fee schedule)
- sexton fee
- \$125.00 special cleaning fee (when applicable)

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 (continued)

FEE SCHEDULE

1. Fellowship Hall only, tables and chairs available	\$200.00
2. Fellowship Hall with tables, chairs, kitchen, and associated equipment for coffee/tea	\$225.00
3. Fellowship Hall with tables, chairs, kitchen, and associated china for buffet, luncheon, dinner	\$250.00
4. Sexton fee for Fellowship Hall (mandatory minimum)	\$15.00
a. For parties requiring up to 5 tables of eight	\$45.00
b. For parties requiring more than 5 tables of eight	\$75.00
5. Classrooms on the second and third floors, the library, and the committee room are available at \$50.00 per room for meetings and conferences. Other rooms are not available.	
6. Parlor for meetings, gatherings, receptions, etc., with no food or beverages allowed	\$200.00
Mandatory fee to the sexton for parlor rental	\$50.00
7. Sanctuary for recitals and performances, sponsored by Session	\$150.00
Mandatory fee to the sexton for sanctuary rental for recitals and performances	\$50.00

If you **DO NOT** wish to hire the sexton, there is a mandatory \$15.00 fee. If the facility is cleaned properly (tables and chairs returned to their proper places, floor clean of debris, garbage removed, lavatories tidied, thermostat reset, etc.) the deposit will be returned in full. If the facility is not cleaned adequately, an appropriate reduction in the refunded deposit will be made.

If you **DO** wish to hire the sexton, the sexton can be paid by cash or check, written out directly to the sexton, according to the fee schedule. If the facilities are left in a state beyond what the sexton's duties entail, an additional fee, at the discretion of the Buildings and Grounds Committee, and based on the condition of the facility, will be retained from the refundable deposit.

FEE SCHEDULE

*Weddings and Funerals

	Non-Church Members	Church Members
1. Pastor's honorarium/fee	\$250.00	\$150.00
(For weddings, this includes 6 one-hour counseling sessions, which are mandatory)		
2. Organist/Pianist	\$150.00	\$150.00
3. Sanctuary rental for weddings	\$550.00	No charge
4. Sanctuary rentals for funerals	\$200.00	No charge
5. Sexton for sanctuary	\$100.00	\$75.00
6. Fellowship Hall for reception	\$400.00	No charge
7. Sexton for Fellowship Hall	\$100.00	\$75.00

*For weddings, a \$50.00 non-refundable deposit for the use of the church facilities is to be paid at the time the reservation is made in order to hold your date.

At the discretion of the Buildings and Grounds Committee, a special cleaning fee of \$125.00 may be required with some wedding activities.

The above fees are to be paid in cash or by check made out to %Union Church.+The sexton and organist fees are to be paid directly to the sexton and the organist, respectively. Payment is expected to be received by the church office at least two weeks prior to the event taking place, otherwise rental will be denied.

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21. Please refrain from the use of smoke/mist machines and strobe lights. Please keep the volume of music at a reasonable level, out of respect for the neighbors.

I have read and understand the qualifications, requirements, and restrictions.

Please sign and date:

Applicant's signature and title:

Date: ____/____/____

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Fill in and return to the church office at least two months prior to the date of rental.

Name of Organization: _____ Date: _____
OR Name of Person(s) _____
Street Address: _____ Telephone #(s): _____
City, State, Zip Code _____

Name of responsible organization representative to be in attendance at the function:

Telephone #(s): _____

Facility requested (Use description from Fee Schedule on page 2):

Date(s) requested: 1st choice: _____ 2nd: _____ 3rd: _____
Hours of use: 1st choice: from: _____ to: _____
2nd choice: from: _____ to: _____

Intended use of facility (describe in detail the program and use you are applying for):

Anticipated parking requirements:

Anticipated number of people attending activity:

Please check that which applies.

_____	I wish to hire the sexton for an event requiring up to 5 tables for eight at	\$45.00
_____	I wish to hire the sexton for an event requiring more than 5 tables for eight at	\$75.00
_____	I do not wish to hire the sexton understanding that there is a fee of	\$15.00

Applicant's signature and title:

RENTAL FEES ARE TO BE PAID AND INSURANCE CERTIFICATE IS TO BE PROVIDED AT LEAST TWO WEEKS IN ADVANCE OF THE USE OF THE FACILITY.

Below this line to be completed by Union Church

Date application received: _____
Date clear on calendar: _____
Insurance certificate provided: _____
Permission granted: _____
Permission denied for following reason(s): _____

Total fees (\$): _____
Fees paid on: _____
Applicant advised of results on _____/_____/____ by _____