

# APPLICATION FOR GENERAL USE OF CHURCH FACILITIES

## TERMS AND CONDITIONS

### RESERVATIONS

1. Facilities are subject to reservation on a first-come, first served basis.
2. **All fees, room rental and facility set-up, are payable at the time the reservation is placed.** Reservations unaccompanied by payment-in-full for facilities will be considered unconfirmed and subject to cancellation.
3. Depending on how clean you leave the Fellowship Hall and the kitchen, the security deposit will be returned in whole or in part after inspection by the church's facilities staff.
4. Renter must be there until last guest leaves.

### GENERAL CONDITIONS

1. Smoking is not permitted inside the Church building.
2. **ALCOHOLIC** beverages are **NOT ALLOWED** in the church or church grounds.
3. Tables, chairs and equipment owned by the Church are to be moved and/or operated only by the facility staff.
4. You **MUST** supply your own tablecloths, plastic or cloth, dish towels, paper products, dish detergent.
5. Unusual or excessive damage to tables, chairs, and equipment or building surfaces may be billed to you at the discretion of the Board of Trustees.
6. All church members are to use our glass dishes and silverware to support our "green" efforts.
7. Church functions have priority.
8. Confetti of any kind is not permitted in the church.

Room Requested	Church Groups & Staff	Active Church Members, Non-Profit	Non-Member	For Profit Group
<b>FELLOWSHIP HALL: Maximum rental time: 5 Hrs.</b>				
Departure including clean up must be no later than ending time stated on this form. There will be an additional \$20.00 charge for every 15 minutes past ending time.				
<b>WITH KITCHEN PRIVILEGES</b>				
<b>Total Hall</b>	NC	\$140	\$300	\$375
2/3 Section	NC	\$100	\$270	\$300
1/3 Section	NC	\$70	\$170	\$200
<b>NO KITCHEN PRIVILEGES</b>				
<b>Total Hall</b>	NC	\$115	\$250	\$325
2/3 Section	NC	\$55	\$125	\$250
1/3 Section	NC	\$35	\$75	\$100
<b>SECURITY DEPOSIT</b>	NC	NC	\$150	\$175
<b>CLASS ROOMS: Hourly rate with minimum of 2 hours</b>				
<b>Choir Room-111 Upper Room-202/204 Rooms 201/203</b>	NC	\$15	\$35	\$50
<b>Sanctuary (for member funerals) No charge for staff &amp; members Parlor, Library – To be used only by church groups</b>				

**APPLICATION FOR GENERAL USE OF CHURCH FACILITIES**

Middleburg Heights Community United Church of Christ, 7165 Big Creek Parkway, Middleburg Hts, OH 44130

Telephone 440-842-7743

Name of Group/Organization:		Your Name:	
Group/Organization Address:		Your Address & E-mail address:	
Group/Organization City, State, ZIP:		Your City, State, ZIP:	
Group/Organization Telephone:		Your Direct Telephone:	
Area Code <input type="text"/>	- <input type="text"/>	Area Code <input type="text"/>	- <input type="text"/>
Space Requested: (see back)	To be used for:	No. attending	
		Entry Time Requested:	
<b>DATES REQUESTED</b>			End time: NO later than time stated on rental form or a \$20.00 charge will be incurred for every 15 minutes over.
Day of the week:	Starting Date:	Ending Date:	Start time & end time
Day of the week:	Starting Date:	Ending Date:	Start time & end time
<b>SETUP REQUESTED</b>			
Number of Long Tables: (Serving) ___front ___back	Number of Long Tables: (Parkside)	Number of Tables (round):	Number of Chairs:
TV & VCR?	Food Will be Served?	Lectern?	PA System?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Payment Enclosed:	# on check & money order	Your Signature: (Your signature indicates agreement to the conditions stated on this application)	
Check.....\$		_____ Signature	
Money Order....\$			
Cash.....\$			
<b>LONG TERM RENTAL CONDITIONS</b>			
1. The General Conditions are listed on the reverse side. 2. Rent is due at registration. 3. General room clean up is required before leaving. 4. All rental applications may be terminated for any cause at any time. Applications need to be renewed yearly. 5. A renter who cancels a date needs to inform the Church Office at least one week before date to be cancelled or be subject to a cancellation fee of one half of the normal rent rate.			
Approved for Board of Trustees:			Date:

June 9,2017

Copy to: Renter \_\_\_\_\_ Facilities \_\_\_\_\_ Finance Secretary \_\_\_\_\_