

WEST PARK UNITED CHURCH OF CHRIST
3909 Rocky River Dr. – Cleveland, Ohio 44111
(216) 671-7228 (216) 671-7313 fax
www.westparkucc.org WestParkUCCOffice@gmail.com

CONTRACT FOR USE OF CHURCH FACILITIES

NAME OF PERSON OR GROUP _____ TODAY'S DATE _____

DATE OF EVENT _____
(MO/DAY/YR)

START DATE FOR LONG-TERM CONTRACT

END DATE (No more than one year from Start Date)

DURING THE HOURS OF: (Set up Begins) _____ (Cleanup is finished) _____

FOR THE PURPOSE OF: _____

ROOM & EQUIPMENT REQUESTED _____

DO TABLES/CHAIRS NEED TO BE SET UP/TAKEN DOWN BY THE CHURCH - Y / N HOW MANY? _____

ADDITIONAL COMMENTS _____

FEES: **(Please refer to current list of Facility Fees)**

_____ \$ USAGE FEE (based on # of people attending)

_____ 100.00 OPERATIONAL (CUSTODIAL) FEE

_____ KEY for Bartter Hall use (\$100.00 if key is not returned)

_____ DEPOSIT – A deposit of \$100 is required when this contract is signed and returned; and will be refunded when the key is returned unless there is significant debris and/or any damage left after the event.

_____ \$ TOTAL PAYMENT: DUE ONE WEEK PRIOR TO EVENT

It is agreed that this privilege will not be abused and that the facilities and equipment will be left in a condition equivalent to the condition in which they were found prior to each meeting.

The Church may revoke the use of these facilities and equipment at any time if this agreement has not been honored.

It is understood that, if there should be a function of the Church or a Church organization that needs the designated room/equipment, the Church shall have priority in the use of those facilities and equipment, and an alternative date or space (or a refund) will be agreed upon between the Church and the above-named organization or individual.

It is understood that smoking, alcohol, and firearms are prohibited at all times in the church's facilities.

The Church reserves the right to request a copy of the certificate of insurance for the above-named organization.

This agreement cannot be changed without approval from the Board of Trustees.

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BARTTER HALL RENTAL

- 1) A \$100.00 deposit is to be paid immediately to hold your date. The balance must be paid no later than 7 days before the event. At least one of these payments must be by check.
- 2) A security officer and/or a building supervisor fee may be assessed to the contract according to the nature of the event and the number of people attending. Fire code limits occupancy to 150 people in Bartter Hall.
- 3) Decorations are allowed. **Duct tape is NOT to be used anywhere. Nails, tacks, scotch tape, pins, hot glue or other objects that may damage the walls are PROHIBITED.** Users are responsible for any damages. Report any damages to the office when keys are returned. If any damage is incurred during the event, you will be billed accordingly.
- 4) NO open flames are permitted.
- 5) The kitchen, Bartter Hall, restrooms, and parlor are to be left in the same condition that you received them. All trash is to be picked up from Bartter Hall/Parlor and placed in garbage bags, then placed in the blue dumpster. Garbage bags will be provided. Please inform caterers that the kitchen is NOT a full service kitchen and should be used for warming purposes and simple prep work ONLY. There are coffee makers available.
- 6) Please advise the DJ or entertainment that smoke machines or pyrotechnics are PROHIBITED. They will set off the fire alarm.
- 7) Round tables are 5' in diameter and the rectangular tables are 30"W x 6'L and 30"Wx8'L. Tables need to be wiped clean and put away. Please sweep the floor.
- 8) West Park United Church of Christ **IS NOT** responsible for lost items.
- 9) Please supervise young children. There is to be NO running in the building. Please do not let children play on the stage. Please be careful of the parking lot and driveway. Children are not allowed on the playground.
- 10) Keys must be picked up during normal office hours. Keys must be returned to the office by the NEXT business day. **(Office hours are Monday thru Thurs from 8:30 am-2:45 pm)**
- 11) User is accountable for Securing/Locking up doors to the building at the end of the event.
- 12) If an outside decorator is used, they need to make an appointment sometime before the day of the event, to see the hall. The decorator needs to be present at the end of the event, especially if he/she was the one who set up the tables and chairs, to see that they are put away properly.

Organization Officer or Individual Signature

Printed Name

Email Address of Organization or Individual

Street Address

Daytime Phone number

City, State, Zip

Approval by Board of Trustees, Moderator, or Pastor

Date Signed