

CHURCH RENTAL for use by GUESTS from the community

(Revised 11/18/06 - Approved 1/13/98)
(Technical revision 03/07/08 – jlh)

Applicable to all non-church-related activities: weddings, banquets, family gatherings, meetings, classes
(Fellowship group gatherings are not chargeable events; however, standard room reservation forms must be completed.)

We are glad to serve you by sharing our facilities. The following rules are intended to insure that your event is safe & enjoyable for all involved. You are responsible for observing them as well as making your guests aware of them. Please do not contact anyone until this form is signed & returned to the church office with payment included. (A copy of this form will be given to you.) We distribute copies to the proper persons so they know about the event and can be of assistance.

1. No smoking is allowed anywhere in the building & is to be discouraged on church grounds.
2. No alcoholic beverages are permitted in the building or on the property.
3. No dancing is allowed (unless it is part of a worship ministry).
4. There will be NO throwing of rice or birdseed at weddings.
5. Any music used should be appropriate to a Christian setting and is subject to approval by the staff.
6. You are responsible for having any caterer or rental company you use provide proof of insurance.
7. You are responsible for any damages to church property or personal injury caused by yourself or one of your guests.
8. Decorations should be attached with ribbon, string, or coated wire wherever possible. Nothing may be nailed, tacked, pinned, scotch taped, duct taped, or stapled into the wall or furnishings. Plastic tack or small amounts of masking tape should be used on painted or wooden surfaces and peeled off carefully. You are responsible for arranging for the removal of decorations, and the pick-up of catering equipment and any items rented from an outside firm to take place as soon as possible after the event. It is expected that the room will be returned to the set-up in which it was found and ready for use by our regular services unless otherwise instructed.
9. For events held during holidays on the church calendar (i.e. Christmas, Easter, Thanksgiving) it must be recognized that seasonal decorations may already be in place in the sanctuary or other areas of the building. These will not be taken down for special events and the renter must work around them. Minor adjustments can be made in the set up or other furnishings and equipment to facilitate your event. Since many groups use the sanctuary for weekly rehearsals the musical instruments generally cannot be moved.
10. You are permitted to assist with the set-up of tables & chairs, etc., when supervised by a representative of the church.
11. You are to see that the tables are clear, all trash placed in the trash bags provided for you, and any kitchen equipment you used cleaned, dried and put away. The Custodian will care for the remaining clean up.
12. Any food preparation plans & kitchen use must be reported to the church & cleared in advance.
13. It is the responsibility of the renter to arrange for the building to be opened. Keys will not be loaned to non-constituents. Whenever possible the group should enter the facility during normal office hours.
We prefer not to open the building more than one hour in advance of an event if possible.
14. No furnishing or equipment in the Sanctuary or on the Fellowship Hall stage is to be moved without prior permission from the pastoral or office staff.

RENTAL FEES

See attached form for selection of areas of applicable fees.

OTHER STAFF HONORARIUMS

For wedding ceremonies it is fair & expected that honorariums will be offered to all participating pastoral staff members, accompanists, and vocalists. When considering the recommended range of reimbursement given below please consider fairly the amount of preparation, practice, & participation time & effort they have invested in you. ***They do not receive anything from the church or out of the rental fees for participating in your special day.*** These gifts may be given separately to the appropriate parties at the ceremony.

Officiating Pastor	Suggested range \$50.00 – 150.00 Assisting clergy member's honorarium can be proportionately less.
Accompanist	Suggested range \$50.00 – 150.00 Please factor in the amount of music included & if they must purchase music.
Soloists	Suggested range \$25.00 – 75.00 This would be based on the number of songs performed & any personal expenses.

CHURCH RENTAL FORM for use by GUESTS from the community

ALL FEES MUST BE PAID IN ADVANCE when this form is submitted. You will be eligible for an **85% refund** if your reservation is canceled with no less than **60 days notice**. (includes custodial, church & sound room)

HONORARIUMS for the pastors, and musicians can be given at the event itself. Please do not neglect them. These individuals receive nothing from the rental fees.

Name _____	
Today's Date _____	
Address _____	
Phone _____	Email _____
Type of Event _____	
Is it a surprise event?	Y N

DATE OF EVENT _____	
Room Requested _____	
Beginning Time of event _____	Ending Time _____
Number of people expected _____	
Rehearsal/Setup: Date _____	Beginning & Ending times _____
Person responsible for opening & closing building _____ (Name needed at least one week prior to event)	

DATES CANNOT BE GUARANTEED UNTIL THIS FORM WITH PAYMENT IS COMPLETED AND RETURNED TO THE CHURCH OFFICE.

I have read these terms, understand, and agree with them.

(Signature) _____

(Date) _____

(Received by) _____

(Date) _____

(Please complete reverse side of this form. Thank you.)

FEE SCHEDULE

120-B4

SECURITY DEPOSIT	(mandatory – <i>Refundable deposit</i>)	\$ 250.00
CUSTODIAL FEES	(mandatory)	Check areas needed accordingly.
_____	1. Sanctuary - flat rate	\$ 50.00
_____	2. Fellowship Hall or other area	
	_____ 2 - 75 Group size	\$ 50.00
	_____ 76 - 150	\$ 75.00
	_____ 150 - 225	\$100.00
Total Custodial Fee	\$ _____	
CHURCH FEES	(Check what is needed)	
_____	1. Use of Sanctuary or Fellowship Hall (<u>Meetings Only – No food</u>).....	\$100.00
	<i>(Use #2 for rehearsal dinners of weddings held at Trinity.)</i>	
_____	2. Use of Fellowship Hall for banquet/reception (<i>Event with food</i>).....	\$200.00
	We set up. Contact main office to make arrangements: 610-369-1507.	
_____	3. Use of other room. We set up.....	\$ 20.00
Total Set-Up Fee	\$ _____	
SOUND ROOM	(Check what is needed)	
_____	1. Sound Room Technician – required if you are using soloist, using accompaniment media, or recording your event.	\$ 25.00
_____	2. Set up of equipment in sanctuary	\$ 25.00
_____	3. Set up of equipment in fellowship hall or other area	\$ 25.00
Total Sound Room Fee	\$ _____	

TOTAL FEE DUE: _____

Make checks payable to *TRINITY EC CHURCH* for this amount. We will distribute to appropriate individuals.

ADDITIONAL INFORMATION REQUESTED:

KITCHEN	Will you be needing it?	_____ Yes	_____ No
(Contact should be made with the church office <i>(in lieu of the Kitchen Committee)</i> to discuss your arrangements.)			
If yes, what are your general food preparation plans & what equipment do you expect to need?			

Name & Phone # of Caterer _____			
Caterer's Insurer & Policy # (attach certificate of insurance) _____			