

FACILITY RENTAL FORM

Trinity E.C. Church, Boyertown PA

SECTION 1: RENTER INFORMATION

Name (Contact Person) _____

How would you like for us to communicate with you about the event?

Church Mail Box

Phone (home or cell) _____

Email _____

SECTION 2: DAY OF EVENT

Date of Event _____

Type of Event _____

Surprise? Yes No

Room(s) requested _____

persons anticipated _____

- Event Start Time _____
- Event End Time _____
- Time to Open Facility _____

Do you need a key to use the facilities on the day of the event? Yes No

If yes, who will be picking up and be responsible for the key? _____

Will you need to use audio/media at the event? Yes (Fee may apply.) No

SECTION 3: BEFORE & AFTER EVENT

Will you need Trinity Staff to help set-up the event? Yes (Fee may apply.) No

Set-up Info (Date of set up) _____

Set up Start Time _____

After set-up are others to be excluded from use of this area until cleanup is complete? Yes No

Rehearsal Info (Date of rehearsal) _____

Rehearsal Start Time _____

Rehearsal End Time _____

Clean Up Info (Date of clean up) _____

Clean up End Time _____

(Fees may apply.)

Reminder: Single-day events held on Saturday in the Fellowship Hall and/or Sanctuary must be completed and cleanup finished by 9:00 PM. Renters whose events extend beyond 9:00 PM on Saturdays may be subject to additional fees.

FACILITY RENTAL FORM

Trinity E.C. Church, Boyertown PA

Rental Policy and Terms

1. The church is a smoke-free, alcohol-free building.
2. The Contact Person is responsible for set-up, take down and lock-up of the facilities rented. If a key is needed, they are to arrange with the office staff the times of pick-up and drop-off during normal working hours.
3. By signing this agreement, the Contact Person agrees to either pay a cleaning fee or be responsible for returning the facility to the clean and orderly state it was in prior to the rental.
4. If the kitchen is used, the Contact Person is responsible for washing, cleaning and returning all kitchen supplies.
5. Fees must be paid when forms are submitted. Dates cannot be guaranteed until confirmed.
6. The Contact Person will receive a full refund if the reservation is canceled at least 2 weeks in advance of the reservation. Anything less than 2 weeks' notice, one-half of the payment will be refunded.
7. Indemnification: It is the express term of this agreement that the Contact Person indemnifies the Church for any costs of damages of any kind incurred by the church as a result of the rental of the facility by the Contact Person.
8. The renter agrees that the use of the facilities is for personal, non-business related use.
9. The church provides no supervision or control over the property when the facility is used by the Contact Person.
10. The Contact Person agrees that only Trinity authorized individuals will be used to run the Audio/Media equipment and will directly make arrangements with the individuals. The Contact Person agrees to pay for damages in the event that an unauthorized individual damages the equipment during times the Contact Person has use of the facility. (See attached Fee Schedule Sheet for a list of authorized individuals.)

Fees

- | | |
|--|----------|
| 1. Special Set-up (Staff help needed to rearrange location.) | \$ _____ |
| Staff: _____ (Check # _____) | |
| 2. Audio/Media | \$ _____ |
| Staff: _____ (Check # _____) | |
| 3. Clean-up (Refunded if requires less than ½ hour for clean-up) | \$ _____ |
| Staff: _____ (Check # _____) | |
| 4. Security Deposit. (Refundable if no damage has occurred. Check # _____) | \$ _____ |

Signatures on this form indicate the agreement of the Contact Person to the terms and conditions, and the approval of the application by Trinity Church.

Contact Person Signature: _____ Date: _____

FACILITY RENTAL FORM

Trinity E.C. Church, Boyertown PA

STAFF USE ONLY

Date of Event _____

Renter _____

Custodial Report:

SET UP

- Facility returned to standard **setup**. No "specialized setup" fee necessary.
- Facility not returned to standard **setup**; recommend "specialized setup" fee be charged.

CLEANING

- Facility satisfactorily **clean** (less than ½ hour to clean). Cleaning funds refundable.
- Facility required more than ½ hour **cleaning**. Renter's cleanup fee forfeited.

SECURITY DEPOSIT

- No notable damage; facility left satisfactorily clean. Security deposit refundable.
- Significant damage or alteration noted: _____
- _____
- _____
- _____ **Renter's refund forfeited.**

Signature

Office Report:

- If reservation is cancelled at least two weeks in advance, the full payment will be refunded. If reservation is cancelled with less than two weeks' notice, one-half of the payment will be refunded.
- Loaner key returned by renter (if applicable)
- Security deposit refunded to renter (if applicable)
- Checks distributed to appropriate staff

Signature