



First United Methodist Church of Momence
111 W Fourth St., Momence, IL 60954

Memorial Hall Usage Agreement

Today's Date: _____ Event Date: _____ Start Time: _____ End Time: _____

*If an Add'l Day of Set Up is Needed: Set Up Date: _____ Start Time: _____

Name: _____

Address: _____

Phone Number: _____

Reason for Rental: _____ Funeral _____ Wedding _____ Meeting _____ Other: _____

Using a Caterer: _____ Yes _____ No If yes, name of Caterer: _____

Donation Fees:

Member/Non-Profit

Non-Members

Memorial Building Use (incl. Kitchen)	\$0.00	\$100.00 per day
Refundable Deposit	\$0.00	\$75.00
Funeral Luncheon/Celebration of Life	\$0.00	\$0/Donation Accepted

*Non-members will forfeit the \$75 refundable fee if custodial care is needed after your event.

Donation Fee(s) Amount: \$_____ Key Given to: _____
(If Applicable)

Check: _____ Check #: _____ Cash: _____ Notes: _____

-Office Use Only: __Key __Staff Unlock __Copy Given __Key Return __Refund Dep __Staff



First United Methodist Church, Momence, IL
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Memorial Building Use Policy & User Agreement

1. **CONDUCT:** Those reserving the facility are responsible for the appropriate conduct of their guests. Usage of the space is limited to the upper Memorial Building hall and the restrooms on the main floor. THE CHURCH SANCTUARY, CHAPEL, AND BASEMENT ARE OFF-LIMITS UNLESS PRIOR PERMISSION HAS BEEN GRANTED.
There shall be NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED ON THE PREMISES INSIDE OR OUTSIDE. If alcohol or smoking is found on the premises during the event, the event will be immediately canceled and participants asked to leave.
*Please note, there are live security cameras in locations throughout the building.
2. **CHILDREN:** For safety reasons, children are to be monitored at all times.
3. **DECORATIONS:** All decorations shall be non-marring and removable. The decorating shall be done so as not to interfere with regular scheduled services. All decorations should be removed promptly, and the church premises left in a satisfactory condition.
4. **KITCHEN USE:** The stove, oven, refrigerator, freezer, microwave oven, coffee pots, dishes and silverware are all available for use. All items used must be washed, dried, and put away. All paper products (plates, cups, napkins) to be supplied by the parties using the facility.
5. **CHURCH DAMAGE:** The undersigned is financially responsible for any careless, negligent or malicious damage to any church properties. The Trustees of the church are solely responsible for determining damage to church property.
6. **CDC GUIDELINES:** CDC guidelines are to be followed with regard to capacity limits. Maximum capacity is 160 when there are no restrictions.
7. **FINANCIAL OBLIGATIONS:** The Memorial Building use fee and refundable deposit are due upon signing this contract. *Non-members who must pay the usage fee/refundable deposit: You will forfeit the \$75 refundable fee if custodial care is needed after your event.

I understand and agree to comply with all requirements set forth within this 3 page agreement. Please bring in all 3 pages along with donation fee, if necessary, at time of booking.

Signature



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Memorial Building Post Event Requirements

This is a list of the requirements both members and non-members must fulfill at the end of event. The \$75 refundable fee for non-members will be forfeited if the following actions are not met and our Sexton needs to clean up after your event.

1. All dishes, silverware, serving items, coffee pots, etc., that belong to the church must be washed, dried, and put away.
2. All decorations should be removed.
3. Tables and kitchen counters must be wiped down with disinfectant provided.
4. Floor must be swept, dirt picked up and discarded in the garbage can.
5. Tables and chairs must be returned to place/position where found.
6. Garbage must be bagged and taken out to the church dumpster located in the alley on the west side of the building near the parsonage garage.
7. Turn off all lights in Memorial Building and restrooms. Turn heat down to 65 degrees and if used, shut off air conditioning.
8. Any spills on the floor should be wiped up with clear water.
9. After the event is over, please remove all personal items from the refrigerator and freezer.
10. Lock all entry doors to the building when the event is completed. Please make sure all doors are closed and locked properly. If key has been borrowed to you, please slip key under office door.

Reminder: The \$75 refundable fee for non-members will be forfeited if the above actions are not met and our Sexton needs to clean up after your event.

I understand and agree to comply with all requirements set forth within this 3 page agreement.

Please Initial: _____