



**St Paul United Methodist Church, 165 East Square Lake Road, Bloomfield Hills, Mi. 48302**

Email: stpaulumcbh@gmail.com

## **St Paul Fellowship Hall: Rules and Regulations**

### **Rental**

Reservations for Fellowship Hall are made through our Administrator Assistant for all private parties will be subject to approval by the Chairman of Trustees.

### **Rental Fees**

A rental fees of Three Hundred Dollars (\$300.00) per day each payable by check to: **St Paul UMC**. A signed Rental Agreement along with two checks for the rental fee and Security Deposit (\$100.00) amount Must be received no later than Five(5) days prior to the event.

### **Security Deposit**

Accompanying this agreement, a Security Deposit of One Hundred Dollars (\$100.00). Security Deposit may be refundable to the renter. All sections of this agreement must be adhered to or the renter will forfeit the \$100.00 Security Deposit, in the event of damage or breakage not covered by the Security Deposit, the renter will make full retribution for any additional necessary repairs and cost over and above the amount of deposit.

### **Cleaning Fee**

The user shall be responsible during the use of Fellowship Hall for the care, damage, and clean up afterward. A cleaning service fee will be deducted from the Security Deposit if the Fellowship Hall is not cleaned in accordance to the rental agreement checklist.

### **Cancelation Policy**

St Paul has the right to terminate a function if the determine the function is not in the best interest of our community and/or reputation of St Paul. The Security Deposit is **nonrefundable** upon the rental cancelation of Fellowship Hall. It is up to the renter to insure of the dates and times of their rental.

### **Decorations**

**Renter Initial** \_\_\_\_\_

Decorations shall be should be limited to specific areas: tabletops, counter tops, and windows. Any decorations on the floor, ceiling, or walls, must be completely removed by the renter. Setup is limited on Friday for a Saturday event, if the Fellow Ship Hall is unused on Friday night items may be placed in the refrigerator; wall displays may be put up; and chairs moved to the wall area. The floor must be kept open and clear. Full setup will be allowed after noon on Saturday.

### **Liability**

**Renter Initial** \_\_\_\_\_

St Paul or its staff shall not be liable for the safety of persons or property using our Fellowship Hall. The user assumes all responsibility and liability for the safety of persons in attendance and the property of same persons.

### **Smoking**

There is No Smoking inside the Fellowship Hall or adjoining areas.

### **Trash**

All trash must be place must be left in the designated place by the renter. Any trash left in Fellowship Hall or hallways violates this contract and may result in forfeiture of the Security Deposit.'

**Pre/Post Inspection**

The current Trustee shall inspect the conditions of Fellowship Hall's interior and exterior as well as the adjacent parking lot/lawn/sidewalk areas before and after each event. Any and all issues found in regard to the interior and/ or exterior of the building and property and/or failure to comply with the Rental Agreement may result in the forfeiture of the Security Deposit.



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Phone number 248 338 8233. Email: stpaulumcbh@gmail.com

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Event type \_\_\_\_\_ Email Address \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_ to \_\_\_\_\_

Organization \_\_\_\_\_

Approximate number of guest \_\_\_\_\_ Fellowship Hall max 175.

Church Member Yes \_\_\_\_\_ No \_\_\_\_\_ Description of use. \_\_\_\_\_

(Renter to initial before each statement)

\_\_\_\_\_ **Renter** understands that St Paul UMC reserves the right to approve or disapprove any function not conforming to St Paul Rules & Regulations.

\_\_\_\_\_ **Renter** understands that no one is allowed beyond the Fellowship Hall area without prior approval. At no time should guest occupy the main floor.

\_\_\_\_\_ **Renter** understand that all trash shall be left only in designated areas. Failure to comply will result in forfeiture of the Security Deposit.

\_\_\_\_\_ **Renter** understands that the Rental Fees and Security Deposit are:

Security Deposit \$100 Check # \_\_\_\_\_

Rental \$300 Check # \_\_\_\_\_

All funds are Payable in Cash/Check. Rental Fee and Security Deposit must be in (2) different checks.

All cash/checks are to be in the office before the event. The Security Deposit will be held until the next business day. The renter shall make arrangements to pick up the Security Deposit check during normal business hours, or supply a self-addressed envelope.

All fees will be in the church office, upon receipt of the building keys. **Fellow Ship Hall is not air conditioned.**

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

A copy of this agreement will be signed after an event to serve as a receipt. This will be with supplied with the return of the Security Deposit if all rules have been followed. Given without Security Deposit if rules have been broken.

Signature of trustee/admin. \_\_\_\_\_ Date \_\_\_\_\_