

# Rock Springs United Methodist Church

## Facility Rental Rules

Effective January 1st 2010

- \* All rentals must be booked through the custodian.
- \* Emergency Church functions, (funerals, etc.) will take precedence over any bookings.
- \* The person that reserves the facility is RESPONSIBLE for the conduct of the party and the enforcement of these rules!
- \* The use of the facility for Parties is limited to:
  - \* **Birthday's \* Anniversary's \* Baby / Wedding Showers \* Weddings \* Reunions \* Holiday Parties \* Graduation**
  - Any other type of gathering must be cleared through the Board of Trustees.**
- \* The use of the Fellowship Hall is limited to the bottom of the building (1st Floor) ONLY.
- \* Children will not be allowed to go upstairs and play or run through the class rooms.
- \* All window blinds should remain down.
- \* Ladies parlor is off limits unless given prior permission for bridal use.
- \* Care should be taken to keep food and drink off the floor.
- \* The floor must be cleaned after your party is over.
- \* No food or drink can be taken into the Sanctuary.
- \* The bathrooms must be left CLEAN. Do not decorate bathroom or remove items (to prevent damage to church property)
- \* You must provide your own table cloths, paper/plastic products (plates, cups, forks, knives, spoons, napkins). You cannot use the church's paper products.
- \* The tables should not be removed from the Fellowship Hall (or the park).
- \* Do NOT drag tables or chairs across the floor, as damage to tile could result. If the tables are moved they must be carried back and placed just as you found them after your party is over.
- \* You should use caution when decorating to prevent any damage to church property, walls, ceilings, etc. (no tacks or tape on ceiling tiles)
- \* The kitchen must be left in a clean and orderly condition. The trash must be taken out after your event.
- \* Dishes washed and put away.
- \* Make sure all doors are locked and the lights are out. Check to see that toilets are not running.
- \* There is a strict **NO SMOKING** policy on church property. That means smoking is not permitted in any buildings or outside of any buildings. You cannot smoke anywhere on church property.
- \* **NO PETS ALLOWED** in any Church building.
- \* The rental deposit will not be returned if the floors, hall, kitchen or bathroom is left dirty.

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**I have read and understand the facility rental rules and take responsibility for implementing them.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Rock Springs United Methodist Church Rental Agreement**

**Fellowship Hall      Sanctuary      Chapel      Park**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ (    ) \_\_\_\_\_  
(please print clearly)

Address: \_\_\_\_\_

I am a  Member  Non-Member of Rock Springs United Methodist Church

\* I would like to rent the **Fellowship Hall / Sanctuary / Chapel / Park** (or any two facilities) for the purpose of:

\* **Birthday's \* Anniversary's \* Baby / Wedding Showers \* Weddings \* Reunions \* Holiday Parties \* Graduation**

\* I will need prior access to the Hall for the purpose of decorating:  Yes  No

\* I have reviewed and agree to comply with all the Rental Rules. Initial \_\_\_\_\_

\* I understand that my Rental Deposit will be forfeited if the facility rented is not properly cleaned upon final inspection. Initial \_\_\_\_\_

Date (s) Booked: \_\_\_\_\_ Time: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

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**Please write 2 separate checks made payable to Rock Springs UMC and give them to Jeff or Kathi Kost PRIOR to your event. Rental is confirmed upon receipt of deposit.**

Total Rental Fee \$ \_\_\_\_\_  
Refundable Deposit \$ \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

Rental (Date Paid) \_\_\_\_\_ Cash / Check Amt. \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit (Date Paid) \_\_\_\_\_ Cash / Check Amt. \_\_\_\_\_ Check #: \_\_\_\_\_

Church Representative: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Final Inspection by: \_\_\_\_\_ Deposit returned / forfeited on (date) \_\_\_\_\_**

**Strict No Smoking Policy on Church Property - No PETS Allowed**

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**RSUMC Rental Fees for (event) \_\_\_\_\_ on (date) \_\_\_\_\_**

Rental (Date Paid) \_\_\_\_\_ Cash / Check Amt. \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit (Date Paid) \_\_\_\_\_ Cash / Check Amt. \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit returned / forfeited on (date): \_\_\_\_\_

Total Paid: \_\_\_\_\_

By: \_\_\_\_\_

RSUMC Custodian: Jeff or Kathi Kost – 349.8600 or 398.1098

**This will serve as your receipt – *Thank-you***

### RSUM Rental Fees

\* All fees must be paid promptly...PRIOR to the event...to confirm the facility/facilities are reserved.

\* The fees for the use (per each day on schedule) of the facility/facilities are as follows: The per day rule will be waived (for decorating) when rented for a wedding.

**Please write 2 separate checks so that the deposit can be destroyed /returned at the close of your event.**

A cleaning deposit is required in addition to the rental fees.

**And will be returned /destroyed if the facilities are left CLEAN and in good condition.**

**Renting multiple facilities (such as: Fellowship Hall / Sanctuary) for a wedding is considered 2 rentals**

Members	
Rental (per day)	\$ 25.00
Cleaning deposit	\$ 35.00
<b>Total</b>	<b>\$ 60.00</b>

When renting 2 facilities	
Rental (per day)	\$45.00
Cleaning deposit	\$70.00
	<b>\$115.00</b>

Non-Members	
Rental (per day)	\$ 100.00
Cleaning deposit	\$ 35.00
<b>Total</b>	<b>\$ 135.00</b>

When renting 2 facilities	
Rental	\$150.00
Cleaning deposit	\$70.00
	<b>\$220.00</b>

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### Clean-up Check List

- Floors are clean and free of food and drink.
- Bathroom is clean and toilet is not running.
- Decorations...if any, have been carefully removed.
- Tables / Chairs have been carried back to their original positions.
- Kitchen is clean....all dishes used are washed and put away.
- Trash has been removed.
- Lights are OUT.
- Doors are LOCKED.
- Call custodian to let us know your event is finished so final inspection can take place. Your Deposit will then be destroyed/returned to you, with our Thanks !
- Keys have been returned to custodian
- REMEMBER...No PETS or SMOKING on Church Property

### For Park Rentals

In addition to the above:

- Turn Off Pavilion Lights
- Lock the Bathroom Door
- Dispose of Garbage/Litter and cigarette butts

**RSUMC Custodian: Jeff or Kathi Kost – 349.8600 or 398.1098**