



First Congregational Church

United Church of Christ

36363 Center Ridge, North Ridgeville, OH 44039 ~ 440-327-2921 ~ www.fccalive.org

Hall Rental Agreement

Date of Rental _____ Time start _____ Time end _____

No. hours requested _____ x \$60/hr = **Amount due** _____

Purpose of rental _____

Areas requested _____ Fellowship Hall _____ Kitchen

Name _____

Address _____

Phone (_____) _____ Email _____

Terms of Agreement:

- The rental fee of **\$60.00 per hour** is required and includes use of the hall, tables, and chairs.
- The rental party provides all food, table service, beverages, napkins, etc.
- All parties may use the refrigerator and the stove in the kitchen (**if requested**) to keep food hot or cold.
- The fee also provides for custodial service to open and close the hall, ready the hall, and tear down tables and chairs afterward. Rental party is responsible for leaving the hall in the same state of cleanliness as they found it.
- Additional hour fee: \$50.00.
- Rental parties agree that there will be **NO SMOKING OR ALCOHOL** in the building. Smoking is permitted outside only.
- The Fire Marshall has determined that the seating capacity of the hall is not to exceed 150 persons.

\$50.00 deposit is required to hold the date.

Deposit will be credited to the rental fee. Balance due one week prior to event.

Please make your check payable to: **First Congregational UCC.**

Signature of Rental Party _____

Signature of Church Representative _____