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 _____ Start time _____ End time _____

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, beverages, supplies, etc.
- All parties may use the refrigerator and the stove in the kitchen (**if requested** in advance.
- The fee 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.** Custodian is on site church representative.
- Rental time includes decorating and food set up.
- Additional hour fee: $50.00. If rental party stays more than 15 minutes past the requested rental time, they will be required to pay the additional $50.00.
- Children must be supervised at all times so as to not damage church property.
- 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_____ Date _____

Signature of Church Representative_____ Date _____

Payments: Amount _____ Date _____ Amount _____ Date _____

Effective 11/1/26