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| Wesley United Methodist Church | PH: 302.856.2414 |
| 102 E. Laurel Street | FAX: 302.856.2416 |
| Georgetown, DE 19947 | wesleychurch102@comcast.net |

**Renter's Guidelines/RuIes**

Rental Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rented Room(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The church is locked at 9pm each night. You MUST be completely cleaned up and ready to go by 9pm.
2. NO ALCOHOL or SMOKING allowed in the building.
3. Youth Groups MUST be supervised (1 Adult for every 15 minors). Minors MUST stay in the room reserved by their group. No running in halls or stairways. An adult MUST remain in the building until all minors have left.
4. Adult groups that have minors (children) attending must keep their minors in the room reserved.
5. You MUST meet ONLY in the room you have rented. You may NOT move to another room
6. Kitchen Rules:

* No children (minors) are allowed in the kitchen.
* Glass door in the kitchen is to be used ONLY for deliveries of food supplies.
* DO NOT take any items that belong to Wesley Church. Come prepared with your own containers.

1. Security Deposit is $150 to reserve your date. If there has been no damage and everything has been cleaned properly, your security deposit will be mailed back to the contact person.

 If repairs exceed $150, YOU WILL be responsible for the remainder of the bill.

1. **Room Rental Fee must be paid 10 days prior to your event.** If you cancel your event, you must give the Church Office 24 hours’ notice or forfeit your Security Deposit.
2. You may set up **only** on the day of your event.
3. You must leave the room(s) in the same condition as when you arrived. Tables and chairs must be put away. ALL TRASH must be bagged up and taken to the trash bins outside (behind Jones Hall). Jones Hall floor must be swept and any spilled food or drink must be wet mopped (cleaning supplies are located in the Janitor's Closet between the Restrooms).
4. Only Painter's Tape can be used when putting up decorations – NO DUCT TAPE. Never move ceiling tiles.
5. **The Nursery CANNOT** be used or rented.
6. **The Fire Marshall has set the room capacity for Jones Hall at 210 people (which includes Kitchen help). For party and banquet uses, the room limit is 160 people with tables and chairs. You MUST NOT exceed this limit.**
7. No weddings are to take place in Jones Hall unless written approval by Wesley’s current pastor.
8. The Wesley Church Sound Equipment is NOT allowed to be used at any time.
9. **STATE OF EMERGENCY DECLARED BY THE STATE OF DELAWARE** - **When the Governor declares a State of Emergency, Wesley United Methodist Church will be closed for ALL activities until the State of Emergency is lifted.**
10. Failure to adhere to the above rules will prohibit your security deposit from being returned.

I have read and agree to the Renter's Guidelines/Rules and understand them. It is my responsibility to see that all rules are followed.

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