

FACILITY RENTAL FORM

Trinity E.C. Church, Boyertown PA

SECTION 1: RENTER INFORMATION

Name (Contact Person) _____

Address _____

City/Town, Zip _____

Phone (home or cell) _____

Email _____

SECTION 2: DAY OF EVENT

Date of Event _____

Type of Event _____ Surprise? Yes No

Room(s) requested _____

persons anticipated _____

- Event Start Time _____
- Event End Time _____
- Time to Open Facility _____

* Doors will be locked one hour after the official end of the event.

Will you need to use Trinity's audio/media at the event? Yes (Fee will apply.) No

SECTION 3: BEFORE & AFTER EVENT

Will you need Trinity Staff to help set-up the event? Yes (Fee will apply.) No

Set-up Info (Date of set up) _____

Set up Start Time _____

After set-up are others to be excluded from use of this area until cleanup is complete? Yes No

Rehearsal Info (Date of rehearsal) _____

Rehearsal Start Time _____

Rehearsal End Time _____

Clean Up Info (Date of clean up) _____

Clean up End Time _____

(Fees may apply.)

Events held on Saturday must be completed and cleanup finished by 9:00 PM.
Events extending beyond 9:00 PM on Saturdays are subject to additional fees.

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Rental Policy and Terms

1. The church is a smoke-free, alcohol-free building.
 2. The Contact Person is responsible for set-up, take down and lock-up of the facilities rented. If a key is needed, they are to arrange with the office staff the times of pick-up and drop-off during normal working hours.
 3. By signing this agreement, the Contact Person agrees to either pay a cleaning fee or be responsible for returning the facility to the state it was in prior to the rental.
 4. If the kitchen is used, the Contact Person is responsible for washing, cleaning and returning all kitchen supplies.
 5. Fees must be paid when forms are submitted. Dates cannot be guaranteed until forms and fees are received by office staff.
 6. The Contact Person will receive a full refund if the reservation is canceled. (Special Set-up Fee forfeited if special set-up has already occurred.)
 7. Indemnification: It is the express term of this agreement that the Contact Person indemnifies the Church for any costs of damages of any kind incurred by the church as a result of the rental of the facility by the Contact Person.
 8. The renter agrees that the use of the facilities is for personal, non-business related use.
 9. The church provides no supervision or control over the property when the facility is used by the Contact Person.
 10. The Contact Person agrees that only Trinity authorized individuals will be used to run the Audio/Media equipment and will directly make arrangements with the individuals. The Contact Person agrees to pay for damages in the event that an unauthorized individual damages the equipment during times the Contact Person has use of the facility.
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Fees

- | | | |
|---|-----------------|----------|
| 1. Rental Payable to Trinity Church | (Check # _____) | \$ _____ |
| 2. Audio/Media/Video Payable to: _____ | (Check # _____) | \$ _____ |
| 3. Cleaning Deposit (See ** next page for conditions.) Payable to Matthew Obarow | (Check # _____) | \$ _____ |
| 4. Security Deposit (Refunded if no damage is found.) Payable to Trinity Church | (Check # _____) | \$ _____ |
| 5. Special Set-up Payable to: _____ | (Check # _____) | \$ _____ |

Signatures on this form indicate the agreement of the Contact Person to the terms and conditions, and the approval of the application by Trinity Church.

Contact Person Signature: _____ Date: _____

I prefer to have my unused checks mailed to me at _____

I give permission for unused checks to be shredded after the event by the office staff.

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SECTION 4: FEE SCHEDULE

Rooms Requested:

- Sanctuary Lobby Fellowship Hall/Kitchen Room 200
 Library Room 203 Room 205 Room 101

| | |
|---|--|
| Facility Rental (check payable to Trinity Church) | \$ 100 |
| Audio/Media – Single Event | \$ 50 |
| Audio/Media – Rehearsal | \$ 50 |
| Video Taping Event | \$ 25 |
| Cleaning Deposit (check payable to Matthew Obarow) | \$ 50 (Refundable if less than ½ hour) |
| Security Deposit (check payable to Trinity Church) | \$ 250 (Refundable after inspection if no damage) |

All checks will be held until the day of the event.

* Checks should be dated two days before the event and made out to the individuals who are assigned to assist at the event.

** If the event goes beyond 9pm on Saturday evening, or if clean-up is not complete, or if room is not returned to original set-up, or if more than 30 minutes of cleaning is required, cleaning deposit will be forfeited.

Need Assistance?

Audio/Media/Video - If you will need any audio/media/video services at Trinity, please let us know and we will contact our authorized workers for their availability and then put you in touch with them. The minimum fees for these services are listed above and may be adjusted depending on your needs. The check will be payable to the person who assists you.

Special Set-up and/or Clean-up – We ask that all facility users perform their own set up, tear down and clean up. If, however, you need assistance with these tasks, we may be able to assist you. A fee will be assessed for this work depending on what is entailed, with a \$50 minimum, and you'll make the check payable to the person who assists you.

Emergency Contacts – Once your reservation is confirmed and your rental fees are paid, we'll provide you with names and numbers you can use in case of an emergency on the day of your event.

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STAFF USE ONLY

Date of Event _____

Renter/Contact Person _____

Custodial Report:

SET UP and CLEAN UP

- Facility returned to original setup. **Cleaning deposit refundable.**
- Facility not returned to original setup. **Cleaning deposit forfeited.**

CLEANING

- Facility satisfactorily clean (less than ½ hour to clean). **Cleaning deposit refundable.**
- Facility required more than ½ hour cleaning (or ended after 9pm on Saturday). **Cleaning deposit forfeited.**

SECURITY DEPOSIT

- No notable damage; facility left satisfactorily clean. **Security deposit refundable.**
- Significant damage or alteration noted: _____

_____ **Security deposit forfeited.**

Signature

Office Report:

- Reservation was cancelled; all checks returned or shredded.
- Loaner key returned by renter (Date _____)
- Checks distributed to appropriate staff.
- Unused Security Deposit and Cleaning Checks Shredded or Returned

Signature