

# FACILITY RENTAL FORM

Trinity E.C. Church, Boyertown PA

## SECTION 1: RENTER INFORMATION

Name (Contact Person) \_\_\_\_\_

**How would you like for us to communicate with you about the event?**

Church Mail Box

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 \_\_\_\_\_

Do you need a loaner key for the day of the event?  Yes  No

If yes, who will be picking up and be responsible for the key? \_\_\_\_\_

Will you need to use 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 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. (See attached Fee Schedule Sheet for a list of authorized individuals.)
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### Fees

- |   |          |
|---|----------|
| 1. Audio/Media/Video<br>Payable to: _____ (Check # _____)   | \$ _____ |
| 2. Cleaning Deposit (See ** next page for conditions.)<br>Payable to Matthew Obarow (Check # _____) | \$ _____ |
| 3. Security Deposit (Refunded if no damage is found.)<br>Payable to Trinity Church (Check # _____)  | \$ _____ |
| 4. Special Set-up<br>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 for Trinity Attenders	\$ 0
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)	\$40 (Refundable after inspection if no damage)

**All checks will be held until after the event is over.**

\* Checks should be dated two days prior to the event and be made out to the individuals who are assigned to assist 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