

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

persons anticipated _____

Event Start Time _____ Event End Time _____

Time to Open Facility _____

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 and Time of set up) _____

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

Rehearsal Info: Rehearsal Date _____

Rehearsal Start Time _____ Rehearsal End Time _____

Clean Up Info: Clean up Date _____ Clean up End Time _____

**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.**

SECTION 4: RENTAL POLICY AND TERMS

1. The Church is a smoke-free, alcohol-free building available for rental for only personal, non-business-related uses.
2. Fees must be paid when forms are submitted. Dates cannot be guaranteed until forms and fees are received by Church office staff.
3. The Church will make a full refund of fees paid if the reservation is canceled; however, Special Set-up Fee will

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- be forfeited if special set-up has already occurred.
4. The Contact Person is responsible for set-up and re-set of the facilities rented. By signing this agreement, the Contact Person agrees to either be responsible for returning the facility to the state it was in prior to the rental or pay the cleaning fee.
 5. If a key is needed, the Contact Person is to arrange with the Church office staff to pick-up and drop-off the key during normal working hours.
 6. The kitchen equipment is available for use. Church paper goods and foodstuffs in the kitchen are not available for use. The Contact Person is responsible for washing, cleaning and returning all kitchen equipment or pay the cleaning fee.
 7. The Contact Person agrees that only Trinity authorized individuals will run the Audio/Media equipment. 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.
 8. Indemnification: 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.
 9. The Church provides no supervision or control over the property when the facility is used by the Contact Person.

SECTION 5: FEE SCHEDULE

Facility Rental (check payable to Trinity Church)	\$ 0
Audio/Media basic – one microphone, basic lighting, and stage clearing	\$ 40
Audio/Media bonus – Basic + microphones for vocalists and/or musicians, special lighting, background music	\$ 75
Audio/Media Tech (per rehearsal or event)	\$ 50
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 - If you will need any audio/media 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. Both the "basic" and "bonus" equipment fees and tech 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.

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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.

SECTION 6: PAYMENT INFORMATION

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

Signatures 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: _____

Church Representative 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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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