

Rock Springs United Methodist Church

Fellowship Hall Rental Rules

Effective January 1st 2010

- * All rentals must be booked through the pastor and/or custodian.
- * Church functions will take precedence over any bookings.
- * The person that reserves the Fellowship Hall is RESPONSIBLE for the conduct of the party and the enforcement of these rules!
- * The use of the Fellowship Hall for Parties is limited to:
 - * **Birth**day Parties
 - * **Ann**iversary Parties
 - * **Baby / Wedding Showers**
 - * **Holiday Parties**
- Any other type of gathering must be cleared through the Board of Trustees.**
- * The use of the Fellowship Hall is limited to the bottom of the building (1st Floor) ONLY.
 - * Children will not be allowed to go upstairs and play or run through the class rooms.
- * All window blinds should remain down.
- * Ladies parlor is off limits unless given permission for bridal use.
- * Care should be taken to keep food and drink off the carpet.
- * No food or drink can be taken into the Sanctuary.
 - * The rental deposit will not be returned if the floor is left dirty and/or stained.
- * The bathrooms must be left CLEAN. Do not decorate bathroom or remove items. (to prevent damage to church property)
- * You must provide your own table cloths, plates, cups, forks, coffee, knives, spoons, napkins. You cannot use the church's products.
- * Church tablecloths must be signed for at time of rental. The person renting the Fellowship Hall is responsible for cleaning and ironing tablecloths, (stains must be treated).
- * The tables should not be removed from the Fellowship Hall.
- * The tables and tablecloths must be put back just as you found them after your party is over. If the tables are moved, they must be carried to their original position. Do Not drag the tables across the floor.
- * The floor must be cleaned after your party is over.
- * You should use caution when decorating to prevent any damage to church property, walls, ceilings, etc.
- * The kitchen must be left in a clean and orderly condition. The trash must be taken out after your event.
 - * Dishes washed and put away.
- * Make sure all doors are locked and the lights are out. Check to see that toilets are not running.
- * There is a strict **NO SMOKING** policy on church property. That means smoking is not permitted in any buildings or outside of any buildings. You cannot smoke anywhere on church property.
- * **NO PETS ALLOWED** in any Church building.

I have read and understand the Fellowship Hall rental rules and take responsibility for implementing them.

Signed _____

Date _____

RSUM Rental Fees

* All fees must be paid to confirm the Fellowship Hall is reserved.

* The fees for the use (per each day on schedule) of the Fellowship Hall are as follows:

The per day rule will be waived when the Fellowship Hall is rented for a wedding (for decorating).

Please write 2 separate checks so that the deposit can be destroyed /returned at the close of your event.

Members	
Rental (per day)	\$ 25.00
Cleaning Deposit	\$ 30.00
Total	\$ 55.00

Non-Members	
Rental (per day)	\$ 100.00
Cleaning Deposit	\$ 50.00
Total	\$ 150.00

A cleaning deposit is required in addition to the rental fee.

And will be returned if the Fellowship Hall is left CLEAN and in good condition.

Clean-up Check List

- Floors are clean and free of food and drink.
- Bathroom is clean and toilet is not running.
- Decorations, if any have been carefully removed.
- Tables / Chairs have been carried back to their original positions.
- Kitchen is clean....all dishes used are washed and put away.
- Trash has been removed.
- Lights are OUT.
- Doors are LOCKED.
- Call custodian to let us know your event is finished so final inspection can take place.
Your Deposit will then be returned to you, with our Thanks !
- REMEMBER...No PETS or SMOKING on Church Property**

For Park Rentals

- Turn Off Pavilion Lights
- Lock the Bathroom Door
- Dispose of Garbage/Litter and cigarette butts

RSUMC Custodian: Kathi Kost – 349.8350 or 398.1098

Rock Springs United Methodist Church Rental Agreement

Fellowship Hall
 Sanctuary
 Chapel
 Park

Date _____

Name: _____ Phone: () _____ () _____
 (please print clearly)

Address: _____

I am a Member Non-Member of Rock Springs United Methodist Church

* I would like to rent the **Fellowship Hall / Sanctuary / Chapel / Park** for the purpose of:

Birthday	Anniversary	Baby Shower	Wedding Shower	Holiday Party	Graduation
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* I will need prior access to the Hall for the purpose of decorating: Yes No

* I would like to use the church's tablecloths and I agree to the cleaning policy. Initial _____

* I have reviewed and agree to comply with all the Rental Rules. Initial _____

* I understand that my Rental Deposit will be forfeited if the facility rented is not properly cleaned upon final inspection. Initial _____

Date (s) Booked: _____ Time: _____ Rental Fee: _____

Date (s) Booked: _____ Time: _____ Rental Fee: _____

**Please make 2 separate checks payable to
 Rock Springs United Methodist Church (RSUMC)
 Give them to Kathi Kost PRIOR to your event.**

Total Rental Fee \$ _____
 Refundable Deposit \$ _____
Total \$ _____

Rental (Date Paid): _____ Cash / Check Amt. _____ Check #: _____

Deposit (Date Paid): _____ Cash / Check Amt. _____ Check #: _____

Church Representative: _____ Phone: _____ Cell: _____

Final Inspection by: _____ **Deposit returned / forfeited on (date)** _____

Strict No Smoking / No Pet Policy on Church Property

RSUMC Rental Fees for (event) _____ on (date) _____

Rental (Date Paid) _____ Cash / Check Amt. _____ Check #: _____

Deposit (Date Paid) _____ Cash / Check Amt. _____ Check #: _____

Deposit returned / forfeited on (date): _____

Total Paid: _____

RSUMC Custodian: Kathi Kost – 349.8350 or 398.1098

This will serve as your receipt – Thank-you