

Ionia United Methodist Church

RENTAL APPLICATION / AGREEMENT AND RENTAL POLICY

IMPORTANT: Please complete all information on pages one and two, and return as soon as possible.

Rental will be null and void if this form is not completed and returned with deposits.

Event Date: _____ **Requested Hours:** _____ to _____
 Repeats every Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Intended Use: _____

Approximate Attendance:

Adults _____
Adolescences (17 -13) _____
Children (12 and younger) _____

Facilities Requested:

- Fellowship Hall
- Kitchen

Name: _____

Address: _____

Telephone #: _____ **Alternate/Cell Telephone #:** _____

Email Address: _____

ACKNOWLEDGEMENT: I have completed this application / agreement in full and have read, understand and agree to abide by all the terms of the three (3) page Rental Policy, which is incorporated herein by reference.

Applicant / Renting Party Name - Printed

Applicant / Renting Party Signature

Application Date

THE FOLLOWING TO BE COMPLETED BY THE IONIA UNITED METHODIST CHURCH:

Date Application Received: _____

Rental Fee: \$ _____

Security Fee: \$ _____

Other Costs/ Surcharges: \$ _____

TOTAL COST: \$ _____

AMOUNT RECEIVED: \$ _____

BALANCE DUE: \$ _____

Clean Up, Additional Time, ...

Any Balance Due is required prior to event day.

Date of Post Event Inspection: _____

Amount of Security Deposit Returned: \$ _____ Date: _____

Applications must be approved by two trustees and the Communication Secretary. The dignitaries who approve this application must sign below:

Trustee Name – Printed

Trustee Signature

Trustee Name – Printed

Trustee Signature

Communication Secretary Name – Printed

Communication Secretary Signature

Ionia United Methodist Church

RENTAL APPLICATION / AGREEMENT AND RENTAL POLICY

The following Rental Policy contains important information regarding the use of any part of the Ionia United Methodist Church (hereafter called IUMC). It is imperative that you read and review the items below. If you have any questions regarding the policy and its guidelines, please call (585) 657-6984 or email churchrental@ioniaumc.org .

RENTAL POLICY

1. **APPLICATION:** All rentals require an application. No rental shall be considered until a completed and executed application is received by IUMC, together with the appropriate fees, including the necessary security deposit. All rentals are subject to the approval of IUMC.

2. **RENTAL FEE:**

Single event fees:

	Members and Non-profits	Non-members
Fellowship Hall	\$30	\$60
Kitchen	\$100	\$200

For repeating meetings, quarterly:

	Members and Non-profits	Non-members
Fellowship Hall	\$125	\$250
Kitchen	\$250	\$500

Fees do not include snow-plowing. An additional fee will be charged for snowplowing, depending on the current rate being charged to IUMC.

3. **SECURITY DEPOSIT:**

Deposits are per event.

Fellowship Hall: \$200 / Non-members, \$100 / members and non-profits
Kitchen: \$200 / Non-members, \$100 / members and non-profits

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved. The Security deposit will be returned within fourteen (14) days after the rental period providing that all of the Provisions/guidelines have been adhered to and/or subject to any damages, or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, the applicant personally agrees to pay for the extra charges.

4. **CANCELLATION POLICY:** A written cancellation request must be received by the Ionia United

Methodist Church. All refunds will occur as follows:

If received fourteen (14) days before the day of the event: Full refund.

If received seven (7) days before the day of the event: Full refund less \$25.00.

If received before the day of event: Full refund less \$50.00.

5. **TIME:** Each rental consists of a single day, from 7:00am to 10:00pm, except on Sundays, when it is from 1:30pm to 10:00pm. This time includes set-up and tear-down, and cleaning. The premises must be vacated by everyone by 10:00pm on the day of the event.

6. **CAPACITY:** The maximum capacity is 85 people.

7. **DECORATIONS:** Decorations shall be limited to the tables only. No wall or ceiling decorations are allowed. Decorations shall be reviewed with IUMC for proper consideration of the facility.

8. **CLEAN UP:** Renting party / caterer is responsible for the complete cleanup of the kitchen and hall areas. Including:

- Counter tops washed
- Ovens cleaned
- Floors swept
- Trash must be taken outside to the trash bins
- Coffee machine washed
- Sink washed.
- No excess food, condiments or leftovers are to be left in the refrigerator or freezer

Compliance with this provision is critical to the security deposit refund.

9. **NO COOKING OR GRILLING:** No cooking or grilling allowed on the property outside of the Kitchen area.

10. **KITCHEN ITEMS - USAGE ALLOWED:** If the renting party / caterer has rented the Kitchen, they may use the following kitchen items if they are available:

- Coffee pots
- Coffee urns
- Stove
- Refrigerator
- Oven
- Freezer
- Pots

11. **KITCHEN ITEMS - USAGE NOT ALLOWED:** The renting party / caterer may NOT use the following kitchen items even if they rented the Kitchen:

- Dishes
- Utensils
- China
- Table linens
- Serving trays
- Any other supplies not specifically mentioned.

12. **NO SMOKING:** This facility is a NO SMOKING facility, which is strictly enforced. Any violations of this provision may forfeit your security deposit and the particular party may be asked to leave the facility.

13. **NO ALCOHOL:** Absolutely no alcohol is permitted on the premises of Ionia United Methodist Church. Any violations of this provision may forfeit your security deposit and the particular party may be asked to leave the facility.

14. **INDEMNIFICATION / HOLD HARMLESS:** The renting party, by executing this application form, agrees to comply with all laws, ordinances and regulations applicable to the premises, and to completely indemnify and hold harmless the Ionia United Methodist Church, its agents, servants, employees, assignees, executive officers and the like from and against any and all claims, damages, lawsuits, losses and expenses, including attorney's fees incurred, resulting from the rental and the renting party's use of the facility.

15. **DAMAGES:** Any and all damages that occur to the facility as a result of your event will be deducted from the security deposit. If damages amount to more than the security deposit, the applicant / renting party will be responsible for all costs to repair the facility to its original condition.

16. **INSURANCE:** If the renting party is not a member of the church, they must provide a certificate of liability insurance listing the Ionia United Methodist Church as an additional insured.

17. **MUSIC:** Music will be permitted provided such music is maintained at a reasonable level and does not disturb the peace.

18. **LOCATION RESTRICTION:** The renting party agrees to insure that his/her invited guests will not enter upon any part of the premises except the areas specifically stated above and which are the subject of this agreement.

19. **RESERVATION OF RIGHTS:** Ionia United Methodist Church reserves the right to terminate any event which tends to be disruptive or violate the Church's policy, rules or regulations, and further to refuse the future rental of any part of the facilities to any Party who has violated or not adhered to this agreement.

20. **AMENDMENT:** This rental agreement may be amended or changed by the Ionia United Methodist Church to fit the particular needs of the rental party. The amendments may be written here or attached to this document and listed below.
