

LOWE METHODIST CHURCH
SOCIAL HALL AGREEMENT
5485 W LOWE RD, ST JOHNS MI 48879
989-224-4460
Lowemethodist@gmail.com

Name_____

Name of organization (if any)_____

Address_____

Phone(Home)_____ (Work)_____

Date of event_____ Time From:_____ To:_____ Total #hours_____

Type of function (personal, corporate)_____

Type of event (birthday, graduation) _____

Approximate number of attendees_____

Is food being prepared at the Event? YES NO

Do you need use of the TV/DVD player? YES NO

Do you need use of a microphone/speaker system? YES NO

A security deposit of \$150 is due to hold the date for your event. (Refundable if left in clean, undamaged condition) Your event date will be reserved only when your security deposit is received at the church.

The rental price for the Social Hall is \$100.00 for the first 4 hours. This 4 hours includes any set up or decoration of the hall by the renter. After the event, one hour (free) will be granted for clean-up. After the first 4 hours the rental fee is \$50.00 for each additional hour. This \$50.00 will be deducted from your security deposit, if you exceed your time. The times you submit for the event you are hosting, must be strictly adhered to.

The rental fee is due at the church 30 days before your event.

If the *kitchen* is used for food prep prior to the event (using stoves/roasters/water, etc.) there will be an **additional \$100 fee**. This helps cover heat or AC, and electricity.

****It is the renter's responsibility to call the event staff, at least, seven days prior to your event, to coordinate the details of your rental.**

**Contact Event Coordinators Annette Andrus: 989-307-9227 or
Bev Davis: 517-243-0992****

Please pay in two separate checks (payable to Lowe Methodist Church)

Date	Check #	Amount
_____	_____	_____ Security Deposit
_____	_____	_____ Rental Fee due 30 days prior to event.

Cancellation Policy: A full refund will be made if cancelled 30 days in advance of event.

The undersigned hereby agrees to use the Lowe Methodist Church building under the terms and conditions on the attached use and policy information sheets.

Signature of renter Date _____

Signature of Lowe Church representative Date _____

**USE OF BUILDING POLICY
LOWE METHODIST CHURCH**

CAPACITY OF SOCIAL HALL

114 persons

INVENTORY OF KITCHEN AND HALL

- 15 round tables
- 8 long tables
- 114 chairs
- 100 cup coffee maker
- 36 cup coffee maker
- 5 large roasters
- 2 refrigerators
- 2 stoves

INFORMATION FOR USE OF SOCIAL HALL

- NO SMOKING ON CHURCH PROPERTY
- NO ALCOHOL ON CHURCH PROPERTY
- NO GUNS
- Reservations may be made by submitting a damage deposit of \$150 (refundable if canceled within 30 days of event). The damage deposit will be refunded within 10 days after the event if no damage, loss of property and following of the Social Hall Rental Agreement is determined to have occurred.
- Reservations may be made by phone but will be considered "not confirmed" until damage deposit is received. Facilities are reserved on a first-come, first-served basis.

GENERAL RESPONSIBILITIES OF USER

- The chairs and tables are *not to be taken out of the building*.
- Only the newer plastic chairs are to be used in the social hall

- The user must clean the premises according to the specifications on the attached checklist.
- All trash must be bagged and removed from the premises.
- All non-church items are to be removed from the premises.
- The user may not use nails, tacks, tape, screws, staples, or 3M hangers on the lights, ceiling or walls. Loss of the damage deposit may result if decorating is not done in accordance with the rules.
- No red colored beverages which can stain countertops, tables and floors. Loss of damage deposit can result.

KITCHEN

- Renters must provide their own dish towels and any food containers used to take away leftover food. Users must provide their own paper products (plates, napkins, plastic utensils, etc.)
- If you use something from the kitchen it must be returned to its proper place.
- The kitchen must be cleaned and in order before leaving. There should be no evidence of food left in the kitchen. All garbage must be bagged and removed from the premises.
- If the kitchen is not properly cleaned, the damage deposit will not be refunded in full.
- The user shall be responsible for any breakage or damage to equipment or other church property. The cost of any breakage/damage will be deducted from the damage deposit. If the damage exceeds \$150, the user will be responsible for paying the difference.

SAFETY AND SECURITY

- Lowe Methodist Church is not responsible for any lost or stolen article, nor for any damage/theft resulting from the use of the building or parking lot. Nor is the aforementioned responsible for lost or stolen articles possessed by the user and or his/her guests during the use of the facilities.
- The user herein agrees to pay for all damages to Lowe Methodist Church property caused by the user and or his/her guests and party during the time and on the date of the use of the building.
- Entrances and exits from the building are not to be blocked by tables, decorations, or vehicles.

MISCELLANEOUS

- Any breach of the above policies and regulations, which are part of this contract, shall empower the Lowe Methodist Church to terminate this agreement or to close the premises immediately and without reimbursement.

The undersigned hereby agrees to use the Lowe Methodist Church building under the terms and conditions on the attached use and policy information sheets.

Signature of renter Date _____

Signature of Lowe Church representative Date _____

**LOWE METHODIST CHURCH
SOCIAL HALL CLEAN-UP CHECKLIST**

Please leave this list on the kitchen counter after your event.

Name of renter _____

Date of use _____

SOCIAL HALL

- _____ Wash all tables and chairs
- _____ Return tables and chairs to their original positions
- _____ Sweep floors & wipe up any spills
- _____ Empty trash containers
- _____ Remove any scuff marks on floors –
(Tennis Balls or Magic Erasers under the sink to help with removal)

KITCHEN

- _____ Wipe down all counters, backsplashes, cabinets, sinks, stoves, etc.
- _____ Clean any equipment that became dirty
- _____ Sweep floor and wipe up any spills – check for spills down the front of cabinets
- _____ Empty trash containers
- _____ Remove all food, ice, food preparation supplies, and clean-up supplies that you brought in
- _____ Make sure coffee makers are turned off.
- _____ Make sure coffee grounds are removed from the coffeemaker, if used
- _____ Make sure stoves/ovens are turned off

BATHROOMS

- _____ Empty trash containers
- _____ Make sure toilets are flushed and faucets turned off
- _____ Sweep floors

GENERAL

- _____ Remove all decorations
- _____ Remove all non-church items from premises
- _____ Remove all trash from premises
- _____ Turn off all lights
- _____ Close and lock all windows in hall and kitchen
- _____ Lock all exterior doors
- _____ Reset the thermostat if it was adjusted

Send copies of pages 1, 2, 3, and 4, completed and signed, with your security deposit. Once the church receives your security deposit you will be notified and the date will be reserved.

Make an additional copy for yourself, to refer too if you have any questions.

Signature of renter

Date

Signature of Lowe Church representative

Date