

Henrietta United Church of Christ
 1400 Lehigh Station Rd.
 P.O. Box 430
 Henrietta, NY 14467-0430
 Phone: (585) 334-0030 E-mail: office@henriettaucc.org

Contract for Facilities Use
See reverse side for fee schedule and further details

Name of Organization _____ Contact Person _____

Phone(s) _____ Address _____

Event or Activity _____

If one-time use, Date(s) _____ Time In: _____ Time out: _____ # attending _____

Room requested _____ Fee _____ Equipment requested _____

Key and cleaning deposit is \$100. Space will not be reserved until deposit is paid. **NOTE: "Time In" & Time Out" includes set up and take down.**

If repeated use, Every _____ Time In: _____ Time out: _____ # attending _____

Room(s) requested _____ Equipment requested _____

Rental fee \$ _____ /month until _____

I agree to the terms and conditions of this agreement and assume responsibility for the building, equipment and key.

Signature of Responsible Person

Date

Print name

Signature of HUCC representative

Date

Print name

Room Fee _____	+	
Deposit _____	=	
Total Due _____		

Deposit Paid (date/Check#) _____
Key Given (date) _____
Fee Paid (date/check #) _____
Key returned (date) _____
Deposit returned/destroyed (date) _____

Standard Rental Fees (One-time use)

Key and cleaning deposit to be paid by all renters (including members) \$100
(to be returned upon return of key and inspection of area)

Fellowship Hall	Non-members	1-4 hours \$150, 5-8 hours \$300 (without kitchen) (includes set-up and clean-up time)
	Members	\$75 (except if event is money-generating, then regular fee applies)
Kitchen	Non-members	\$40
	Members	\$25
Sanctuary	All	\$200 (see separate fee schedule for weddings)
Downstairs (large area)	Non-members	\$50
	Members	\$25
Classroom	All	\$35

Fees may be adjusted at the discretion of the trustees, if contracted for regular use.

Please write checks as follows:

1. Deposit should be paid separately written out to "Henrietta UCC" or can be cash
2. Rental Fee should be written out to "Henrietta UCC"
3. Kitchen fee must be paid separately, written out to "HUCC Women's Fellowship"

Note: A person shall be considered a member if they are officially on the church membership rolls or a child of a member of this church. All other persons, including other relatives of members, will be considered non-members and charged non-member rental fees. For funerals: See "*FUNERAL AND MEMORIAL SERVICE POLICY AND FEES*"

Terms of contract:

- Set up and break down is the responsibility of the renter with areas being left in original state;
- Beverages ONLY (no food) allowed in classrooms or library;
- Children must be supervised at all times;
- Appliances in the kitchen cannot be used without prior authorization;
- Alcoholic beverages are not permitted on the campus;
- Smoking is not allowed in or near the building;
- Bulletin board displays cannot be altered;
- Grip-a-strips are installed for posting of signage.