

First United Methodist Church of Andover
 181 South Main Street
 Andover, OH 44003
 440-293-6290
 www.andoverfirstumc.org

Rental Application

Contact Person _____ **Organization** _____
Date of Event: _____ **Time(s):** _____
Address _____ **Cell:** _____
Email: _____

Describe your Event: (purpose, # of people, equipment needed, food/drinks, etc.)

\$50 – rental application deposit – member & non-member rentals – refundable (cleaned up)

Space Required	Church Member	Non-Member Fee	Square Footage
Fellowship Hall w/ Full Kitchen (length x width)	\$50 per hour (4 hour minimum) \$50 deposit	\$100.00 per hour (4hr. minimum) \$200 deposit	4,000 sq. ft. plus kitchen to serve 250 (13 – 70” round tables) (16 – 96” rectangle tbs.) 250 metal folding chairs
Fellowship Hall (includes drinks, light snacks) (length x width)	\$25 per hour (4 hour minimum)	\$50.00 per hour (2hr. minimum) \$200 deposit	4,000 sq. ft. (13 – 70” round tables) (16 – 96” rectangle tables.) (250 metal folding chairs)
Narthex/Lobby (length x width)	\$25 per hour (2 hour minimum)	\$50.00 per hour (2 hour minimum) \$200 deposit	1,000 sq. ft. Plus use of kitchen for drinks/snacks
Large Classroom (length x width)	\$25 per hour (2 hour minimum)	\$25.00 per hour (2 hour minimum)	450 sq. ft.
Medium Classroom (length x width)	\$25 per hour (2 hour minimum)	\$25.00 per hour (2 hour minimum)	330 sq. ft.
Small Classroom (length x width)	\$25 per hour (2 hour minimum)	\$25.00 per hour (2 hour minimum)	225 sq. ft.
Sanctuary (Weddings) **Pastoral Approval (seating 250) Decorations w/ Approval	\$50.00 deposit \$150.00 fee – Janitor & Sound	\$200.00 deposit – applied to fees \$350.00 per ceremony \$100.00 fee – Janitor & Sound	Clergy - \$200.00 Musician- \$100.00 Candles - \$50.00

** Please circle your requested space

All ministries of the church or church sponsored events are not subject to the above fees. If the category of your event is in question please contact the church office.

This completed form accompanied with your deposit and signed agreement reserves the space you requested. The First United Methodist Church of Andover will provide the following:

Provide a clean and orderly space.

Provide orientation to the building and equipment use.

Provide someone to unlock the doors and lock up after the event or provide a set of keys

_____ is responsible for the following:
(Renting Organization and Individual)

- Do your own set up and clean up.
- Leave the building as it was found. In the event that cleaning is necessary after the renter has left the premises, your **deposit will be retained**
- Payment of the total rental fee 2 weeks before the date of use.
- The undersigned is at least 21 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group, or as a result of any windows or doors being left open or unlocked during or after use.

I understand and agree to the all conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by: _____ Date _____

On behalf of (organization) _____

Witnessed for FUMC of Andover by _____

OFFICE USE ONLY:

\$ _____ Rental Fee

\$ _____ Payment enclosed (min. \$50.00) deposit

\$ _____ Balance Due 2 weeks before event

_____ Date paid _____ Date key given to renter

_____ Date deposit returned to renter _____ Date key returned to office

_____ **Staff to open bldg.**

GENERAL RULES & INFORMATION:

- FUMC of Andover is happy to reserve space for your event. A minimum payment of \$25 is required for us to confirm your rental. This payment will not be reimbursed unless cancellation of your rental takes place 2 weeks before your reserved date. We also require your signature on the form enclosed. Your signature as a representative of the group using the building constitutes an agreement to release the FUMC of Andover of all liability during or resulting from your scheduled event.
- Our buildings and grounds are smoke/alcohol free.
- All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be scheduled with a FUMC of Andover representative. Please obtain approval from the FUMC of Andover representative before any decorating.

Security deposits will be returned only after completion of inspection by FUMC representative. Failure to clean up after a function will result in the loss of your security deposit. As well as jeopardize the renter/groups ability to utilize facilities in the future.

Additional fees may be charges if security deposit does not cover costs of cleaning/repairs to facility. Until additional fees are paid rentals to that renter/group will not be allowed.

All "For-Profit" renters/groups must be approved at/by a regularly scheduled FUMC Trustee meeting.

Other church sponsored youth groups may utilize the gym at no charge, but group must be supervised at all times by FUMC church sponsored adult leadership and the groups are responsible for their own cleanup.

All rentals must be approved by the trustee chair, through the church administrative assistant or business manager. All rental applications (regardless of fees) should be made at least 30 days in advance of the event for approval and availability.

Completion of an application is not a guarantee of availability or approval.

All tables, chairs and other equipment must be returned to proper storage/setup when the event is completed.

A maximum of (2) bags of trash will be permitted in the church dumpster. All additional trash is required to be removed from the church grounds upon completion of event.

There are absolutely no alcoholic beverages in any church buildings or on church grounds (ie: parking lots).

There is no smoking in any of the church buildings.

Other than ordinary table candles (small flame) there are no open flames in church buildings.