

**Andover UMC**  
 P.O. Box 207  
 181 South Main Street  
 Andover, OH 44003  
 440-293-6290  
 Website: [www.andoverfirstumc.org](http://www.andoverfirstumc.org)  
 Email: [receptionist@andoverfirstumc.org](mailto:receptionist@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.)

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**\$50 – rental application down payment – member & non-member rentals**

**\*Please circle your requested space\***

Space Required	Church Member	Non-Member Fee	Square Footage
Fellowship Hall w/ Full Kitchen (length x width)	\$50 per hour (2 hour minimum)	\$100.00 per hour (2 hour minimum)	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 (2 hour minimum)	\$50.00 per hour (2 hour minimum)	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)	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) *Pastor Approval (Seating 250) Decorations w/ Approval	\$50.00 per ceremony \$150.00 fee – Janitor +Pastor Fee	\$350.00 per ceremony \$150.00 fee – Janitor +Pastor Fee	Clergy - \$200.00 Musician - \$200.00 Sound - \$50.00

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.  
Trustees will make the final determination/approval.

This completed form accompanied with your down payment and signed agreement reserves the space you requested. Andover UMC 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, a \$150 Janitor Fee will apply.
- 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 Andover UMC by \_\_\_\_\_

**OFFICE USE ONLY:**

\$ \_\_\_\_\_ Rental Fee

\$ \_\_\_\_\_ Payment enclosed (**min. \$50.00 down payment**)

\$ \_\_\_\_\_ Balance Due 2 weeks before event

\_\_\_\_\_ Date paid

\_\_\_\_\_ Date key given to renter

\_\_\_\_\_ Date key returned to office

\_\_\_\_\_ **Staff to open bldg.**

## **GENERAL RULES & INFORMATION:**

- Andover UMC is happy to reserve space for your event. A down payment of \$50 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 Andover UMC 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 an Andover UMC representative. Please obtain approval from the Andover UMC representative before any decorating.

All "For-Profit" renters/groups must be approved at/by the Leadership Board.

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

All rentals must be approved by the Trustees, through the church administrative assistant. 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.