

EDGEWATER UNITED METHODIST CHURCH RENTAL POLICY

**(SANCTUARY) 211 N. RIDGEWOOD AVENUE
(OFFICE) 204 HUBBELL STREET
EDGEWATER, FLORIDA 32132-1707**

1. RENTAL COMMITTEE

- a. The Rental Committee shall include the Trustee Committee, Church Office Administrator, Pastor, and/or approved designee.
- b. The Church Office Administrator or approved designee shall be the contact person for booking, rental, fees, and contract signing.
- c. This Rental Policy may be amended at any time by a majority vote of the Trustee Committee present at any regular or called meeting.

2. RENTAL AND USE OF CHURCH FACILITIES

- a. Edgewater United Methodist Church (hereinafter the Church) reserves the right to refuse to rent and/or usage of Hardin Hall to any person(s), group(s), or organization(s).
- b. Activities of the Church will take priority reserving the use of any facility. There may be priorities such as weddings and major Church activities that will require re-scheduling of regularly scheduled meetings and activities of Church organizations. Reservations for weddings and major Church activities should be confirmed at the earliest possible time to obtain a specific date. Availability will be determined by the calendar of events already scheduled. In the event of a scheduling conflict, the judgment of the Hardin Hall Rental Committee will prevail.
- c. Reservations must be made with the Church Office Administrator or approved designee. Reservations should be made 30 days prior to the event but will not be confirmed until the total amount of rental is paid and the rental agreement is signed.
- d. Each group using the facility will assume responsibility for the facility during their usage time in accordance with the requirements of this document and guidelines posted in the facility.
- e. All non-church groups must present a "Certificate of Insurance/Liability" before their reservation will be scheduled. (This does not include individuals for weddings, receptions, and funeral/memorial services.)

f. There are no additional charges for wedding rehearsals. The total charges for the appropriate category, Members and Others, and the room or rooms in the Church must be paid as outlined in order to confirm the reservation. The damage deposit amount will be returned to the renter after the Church has been inspected to determine that the facility was not damaged. The Renter will receive a copy of this contract with the date and time of the activity completed to confirm the reservation. Cancellations made 14 days prior to the scheduled activity will receive a refund of the amount paid. Cancellations made less than 14 days prior to the activity will receive only the damage deposit and cleaning fee paid. Per day charges for use of the Church are as follows:

CHURCH RENTAL FEES

	CLASSROOM	KITCHEN (flat rate)	HALL	SANCTUARY
Members in Good Standing	\$50.00	\$75.00	\$150.00	\$100.00
Security Deposit	\$25.00	\$50.00	\$75.00	\$50.00
Janitorial (set-up, tear-down, cleanup)	\$25.00	\$75.00	\$75.00	\$50.00
Others	\$75.00	\$100.00	\$200.00	\$150.00
Security Deposit	\$50.00	\$75.00	\$100.00	\$75.00
Janitorial (set-up, tear down, cleanup)	\$50.00	\$100.00	\$100.00	\$75.00

g. The Church will not be rented to outside individuals or organizations for commercial or profit-making enterprises including political groups.

h. Any breakage, damage, or loss of property must be paid for by the person or persons who signed the rental agreement within 5 days following the event.

i. Decorations must not be suspended from the ceiling or attached to the walls of the Church. No glitter or sequins may be used. The time allotted to decorate and clean up must be arranged in advance with the Church Office Administrator or approved designee.

j. NO ALCOHOLIC BEVERAGES OR SMOKING is permitted in the Church or on Church property. No food or beverages in the sanctuary.

k. Activities at the Church will terminate by 11:00 pm and the facilities will be closed upon completion of cleanup. The Pastor is the only person who can make an exception to this rule.

l. When music is provided for the rental, the noise level **MUST BE KEPT MODERATE** in consideration of our neighbors.

m. Only church technical staff are allowed to handle any audio/visual elements. Church pianist may be requested. Payment for their services will be \$25.00 per hour.

n. Existing rental agreements made prior to the adoption of this policy will be honored.

3. SUPERVISION

a. The contract signer will be responsible for supervision of the activity and responsible for all Church property being put back in its storage area.

b. Any teenage activity must be properly supervised and chaperoned. A closed door policy will be enforced. Anyone leaving the building during a teenage activity will not be permitted to re-enter.

c. If any members of a group are under age 18, they must be under the supervision of a parent, teacher, coach, scout leader, or other responsible adult 21 years of age or older.

d. An adult must supervise children at all times. All children must be inside the building at all times unless accompanied by an adult. Any children outside and unsupervised are the responsibility of the person signing the contract, and that person will be held liable.

4. PETS

a. Only service animals will be allowed in the Church. No other pets will be allowed.

5. CONDUCT

a. Profane or abusive language, drunkenness, brawls, excessive noise, or conduct not acceptable at public gatherings, will not be tolerated at any time.

6. VANDALISM

- a. Vandalism and malicious mischief or willful breakage of any part of the Church or contents, will be investigated and, if justified, reported to the proper authorities for necessary action.

- b. The guilty person and/or persons will be held liable for repair or replacement costs and possible prosecution. If the guilty person and/or persons cannot be identified, the person signing this contract is responsible and will be held liable for repair or replacement cost and possible prosecution.

7. CONSEQUENCES

- a. Anyone using the Church and failing to comply with the Church policies, rules, and regulations, will forfeit any deposits and lose eligibility for future use of the building.

- b. The Rental Committee reserves the right to terminate any activity that is in violation of Church policies, rules, and regulations or grant any exceptions to these rules. No exceptions shall be granted without the final approval of the Pastor.

EDGEWATER UNITED METHODIST CHURCH
Rental Agreement for Church Facilities

Details Regarding The Event:

Contact Name: _____ Group Representing: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____ from _____ until _____

_____ from _____ until _____

Number of People Attending: _____ Age Group _____

Rental Property(s):

() Sanctuary () Kitchen () Classroom () Hardin Hall

We have read and agree to abide by the terms and conditions of this agreement including: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, any church property and to remove any property brought into the church when the rental period is over. Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract.

Approved by Edgewater United Methodist Church:

Applicant: _____

Date: _____

Church Designee: _____

Date: _____