



RENTAL AGREEMENT 2023

Date:

Name of group/organization:

Contact Person:

Mailing Address:

E-mail:

Mobile Phone:

Space: (Circle all that apply.) Chapel Parlor Kitchen Fellowship Hall Meetinghouse

Rental Date(s):

Number of People:

Rental Time:

Purpose:

Fee: _____per hour; _____per week; _____per month

Security Deposit: \$50 security deposit. Space will not be reserved until security deposit is received. Should your event be cancelled less than 2 weeks before it is scheduled, the security deposit will not be returned.

Deposit will be refunded when the key is returned, provided there are no maintenance issues with the property.

_____ I have read the "Safe Church Policy" and agree to abide by its conditions.

_____ I will not hold the church, its staff or its members responsible for any negligent acts, accidents, or omissions during our use of the facility.

_____ I will help honor the pack in/pack out policy when it comes to garbage, recycling, and food waste to leave the space in the same condition in which it was found.

_____ I understand that neither alcohol nor tobacco, marijuana, or vaping products will be served or consumed.

Notes from the Church to the Renters:

- Please do a basic clean-up and return the space to its original configuration.
- Please use only designated rental space for the specific purpose and any activities directly related to the purpose stated in their rental contract and such use will be limited to the time and dates indicated.
- Please use only the restroom located on the same level of the building as your designated rental space, and use the entrance to the building on the same level as their rental space.

This document represents a contract between the renter and the Church on the Hill. Any request for changes or exceptions to the above statements requires advance approval from staff and/or

Trustees of the Church on the Hill.

The violation of any of the above requirements will result in a written warning to the tenant. A subsequent violation may result in cancellation of the rental contract and forfeit of security deposit.

Authorized by: _____ Date: _____
Trustee Chair and/or Pastor

Signature: _____ Date: _____
Renter

Accident or problem? Contact the church office immediately (413-637-1001), the pastor, Liz (413-329-3026) and/or the church sexton, Jack Goodman (413-212-1782).

Office Use Only

Security Deposit received:

Copy of Contract to Renter:

Key issued:

Rental Check received:

Security Deposit returned:

Key returned: