

CHURCH ON THE HILL  
RENTAL AGREEMENT 2024



DATE: \_\_\_\_\_

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON 1: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

CONTACT PERSON 2: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Street/PO Box City State Zip Code

USE OF FACILITIES and FEES

RENTAL SPACE: (check all that apply)  Chapel  Parlor  Kitchen  Fellowship Hall  Meetinghouse

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RENTAL DATE AND TIME: Proposed Meeting Dates and Times and Number of people

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of People: \_\_\_\_\_

FEES \_\_\_\_\_ per hour; \_\_\_\_\_ per day; \_\_\_\_\_ per week; \_\_\_\_\_ per month

Please check the following boxes when read:

- I/We have read the "Safe Church Policy" and agree to abide by its conditions. Our Safe Church Policy is posted on the Church on the Hill Website at <https://www.lenoxucc.org/our-places>.
- I/We 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/We will be responsible for taking the garbage to the bins outside behind the chapel if food is served.
- I/We understand that **no alcohol will be served or consumed on the property**. The property is **smoke-free and flame-free**.

Notes from the Church to the Renters:

- Tenants must do a basic clean-up and return the space to its original configuration if you have moved any furniture or tables. Failure to comply with clean-up may result in additional charges.
- Tenants may only use their 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. The use of space for other purposes or on other dates and times requires permission of the Trustees and modification of this contract.

- Tenants may only use the restroom located on the same level of the building as their designated rental space.
- The tenant shall use the entrance to the building on the same level as their rental space.
- The copier is for the use of the church office staff only.
- 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 forfeiting of security deposit.

**Security Deposit: \$\_\_\_\_\_ 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.**

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Trustee Chair or Pastor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of responsible party and title above.

In the event of an accident or problem, please contact the church office immediately (413-637-1001) and the church sexton, Jack Goodman (413-212-1782).

**Office Use Only:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Security Deposit received | <input type="checkbox"/> Copy of Contract to Renter | <input type="checkbox"/> Key issued – Date: _____   |
| <input type="checkbox"/> Rental Check received     | <input type="checkbox"/> Security Deposit returned  | <input type="checkbox"/> Key returned – Date: _____ |