

CHURCH ON THE HILL
RENTAL AGREEMENT 2025 / 2026



DATE:

Name of Organization:

Contact Person 1:

E-mail:

Phone:

Contact Person 2:

E-mail:

Phone:

Billing Address:

Street/PO Box

City

State

Zip Code

RENTAL SPACE:

(check all that apply)

__Labyrinth Rm.

__Parlor

__Kitchen

__Fellowship Hall

__Meetinghouse

PURPOSE:

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

Day	Date	Time	Rental facility	Address	Amount	Attendees

Terms and Conditions for use of Building/Property

- Tenants 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>.
- Tenants will provide Church on the Hill ~ UCC, a copy of Proof of Liability Insurance before contract date for use of property.
- Tenants agree to indemnify and hold harmless Church on the Hill, its staff and its members from and against any loss, claim, damage, liability or expense (including reasonable attorney’s fees) arising out of the conduct of tenants, its staff or its members during the use of the facility, except to the extent of the negligence or intentional misconduct of Church on the Hill, or its staff or its members.
- Tenants shall be responsible for any and all damage to the premises, including but not limited to, damage caused by Tenants, Tenant’s guests, or pets. Tenants shall reimburse Landlord for the cost of repairs, or Landlord may deduct such costs from the security deposit.
- Tenants understand that no alcohol will be served or consumed on the property. The property is smoke-free and flame-free.
- Tenants must do a basic clean-up and return the space to its original configuration if they have moved any furniture or used tables. Failure to comply with clean-up may result in additional charges.

- Tenants and tenant's guests/visitors are under no circumstances allowed in the area of the Balcony of the Meeting House located at 169 Main Street.
- Tenants may only use their designated rental space for specific purposes 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 the 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.
- Tenants will 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 the security deposit.
- **Request for use of Church Sexton for parking attendant:** Tenants will pay Sexton directly, \$20.00 per hour, for parking and extra clean up.

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.

By signing this agreement, tenants agree to all terms and conditions of this document.

Authorized by:	Signature:	Date:
Trustee Chair or Pastor		

Responsible Party:	Signature:	Date:
Print Name, title and Signature of responsible party above.		

In the event of an accident or problem, please contact the church office immediately at 413-637-1001.

Office Use Only:

- | | | |
|--|---|---|
| ☐ Security Deposit Waived | ☐ Copy of Contract to Renter | ☐ Key issued – Date: _____ |
| ☐ Rental Check received | ☐ Security Deposit returned | ☐ Key returned – Date: _____ |