

CHURCH ON THE HILL
RENTAL AGREEMENT 2025



DATE:			
NAME OF GROUP/ORGINAZTION:			
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

Day	Date	Time	Rental facility	Address	Amount	Attendees

Please check the following boxes when read:

- Tenants(s) 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(s) 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.
- Tenants(s) will provide Church on the Hill, UCC, with a copy of **Proof of Liability Insurance before the use of property.**
- Tenants(s) agree not to move any of the COH musical equipment without trained crew or supervisor present.
- Tenants(s) 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 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(s) understand that **alcohol, tobacco, marijuana, or vaping products are not permitted on the premises and will not be served or consumed.**
- Tenants and tenant's guests/visitors are under no circumstances allowed in the area of the Balcony of the Meeting House.**
- Tenant(s) will pay sexton directly, \$20.00 per hour, for parking and extra clean up.

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 used 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 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.
- 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 a 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: **Print Name, Title:** _____ **Signature:** _____ **Date:** _____
Trustee Chair or Pastor

Responsible Party: **Print Name, Title:** _____ **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 (413-637-1001) and the church sexton, [Rae VanderWeide \(616-265-4946\)](tel:616-265-4946).

Office Use Only:

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|--|---|---|
| <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: _____ |