

Wethersfield United Methodist Church Rental

Are you searching for a facility?

- *Weddings*
- *Family Events*
- *Memorial Services*
- *Birthday Parties*
- *Meeting Places*

Wethersfield United Methodist Church offers:

Sanctuary (200 people capacity)

Family Life Center (200 people capacity)

14 Round Tables / 6 Rectangle Tables / 112 Chairs

Professional Kitchen Available

Fellowship Hall (40 people capacity)

Youth Room (15 people capacity)

Fireside Room (15 people capacity)

Our Facility is fully air-conditioned.

To check on available dates, please contact **Dana Mysliwec, Administrative Administrator** at 860-529-2025 ext. 110 or info@wethersfieldchurch.org.



BUILDING USE REQUEST & AGREEMENT

WETHERSFIELD UNITED METHODIST CHURCH
150 PROSPECT STREET, WETHERSFIELD, CT 06109 / (860) 529-2025

- 1) To request use of our facility, **please fill** out Section 1: Facility Rental Application and Email to: Dana Mysliwiec at info@wethersfieldchurch.org.
- 2) **Review** Section 2: Facility Rental Fee Agreement and Section 3: Terms & Conditions for Facility Rental Agreement.

SECTION 1: FACILITY RENTAL APPLICATION PLEASE COMPLETE ALL INFORMATION

Contact Name: _____ Phone #: _____

Address: _____

Organization or Company Name: _____

Is this a Non-Profit Organization? Yes No

Email Address: _____

Rental Date Requested: _____

Hours of Access: _____

Time of Set-Up Requested: _____

(Custodial set-up is required for tables and chairs in the FLC.)

Estimated Number of Attending: _____

Type of Event:

Facilities Use (check all that apply):

_____ Sanctuary

_____ Kitchen

_____ Family Life Center

_____ Youth Room

_____ Fellowship Hall

_____ Fireside Room

SECTION 2: FACILITY RENTAL FEE AGREEMENT

Space	Non-Members	Members	Hours	Total
Family Life Center	\$325/3 hours then \$100/hour	\$50/first hour then \$25/hour		
Sanctuary	\$300 / 3 hours then \$100/hour	\$50/first hour then \$25/hour		

Other smaller spaces are available – Rate Varies

Additional Fees:

- Event Coordinator at \$20/hour – will be available during your event for questions and assistance regarding building use and operations.
- Custodial Staff at \$40/hour - will provide all setup, takedown and cleaning for FLC use. \$90 for Custodial Staff for Sanctuary use.
- \$100 for Sound Technician.
- \$150 for our Organist.
- \$250 for our Pastor, Albert Hahn

Rental Fee including Event Coordinator Fee: Payable to WUMC	\$ _____
Custodial Fee: Payable to Tom Pettengill due on the day of event	\$ _____
Initial deposit (50%) due at signing: \$ _____	Date Paid: _____
Balance Due (7 days prior to event) \$ _____	Date Paid: _____
Special Notes:	

DAMAGE DEPOSIT: \$75.00 (for non-members)	
Will be returned after our custodian checks the building after event.	
Amount Paid: \$75.00	Date Paid: _____
Amount Returned: _____	Date Returned: _____

Special Notes: _____

AGREEMENT: I/We agree to abide by the terms and conditions for the use of the Wethersfield United Methodist Church building and facilities as described in the “Terms & Conditions for Facility Rental Agreement” for event to be held on _____.

Signatures:

_____	_____
Renter	Date
_____	_____
On behalf of the Wethersfield United Methodist Church	Date

SECTION 3: TERMS & CONDITIONS FOR FACILITY RENTAL AGREEMENT

1. **NO ALCOHOLIC BEVERAGES** are allowed anywhere in the building or on the church grounds.
2. **NO RED OR PURPLE PUNCH** allowed in the building.
3. **NO HELIUM BALLOONS** allowed in the building. **NO BUBBLES** allowed in the building.
4. **Deposit:** Upon signature of this Agreement, an attached 50% deposit is required to the church for reserving the facility. If you cancel your event, we will return the full deposit up to 2 weeks before the reserved date. If you cancel the event within less than 2 week, 15% of the deposit will be forfeited.
5. **Damage deposit:** A deposit of \$75 is required and will be held against cleaning/damage to the building. The deposit will be returned after the event and appraisal of space cleanliness/damage to the building has been made.
6. **The Church Staff** is here to provide custodial services, inquiries regarding building use, emergency assistance, and not to be support staff for your event. You are responsible to supply your own support for your event.
7. **Rules and regulations:** You agree that your personnel and representative shall read and observe at all times the rules described in this document pertaining to the use of Wethersfield United Methodist Church Sanctuary, Family Live Center or any other space and any equipment. You are solely responsible for any damage and/or injuries resulting from failure to observe regulations.
8. **The church building closes at 11:00 p.m., sharp.** All events will end by 10:00 p.m. in order to have time to clean up and exit by 11:00 p.m.
9. **Wethersfield United Methodist Church reserves the right to:** limit any/all technical equipment, props, sets, etc. which would in any way endanger the safety of the occupants of Wethersfield United Methodist Church or fail to comply with the rules and regulations promulgated by Wethersfield United Methodist Church.
10. **Condition of Facility:** You shall restore the facility you use to good order after each use in accordance to the rules and regulations promulgated by Wethersfield United Methodist Church. The sanctuary must be returned to “worship condition” if it is used.
11. **Conduct of Activity:** In connection with your use and occupancy at Wethersfield United Methodist Church, you shall not conduct your activities in such a manner as to constitute a nuisance or disturbance to other occupants of Wethersfield United Methodist Church building or any person in the neighborhood.

12. **Equipment:** Wethersfield United Methodist Church shall not be responsible for equipment or other items, including those left or stored on the church premises. The church staff has the right to dispose of any equipment or items left on church premises one week after the event has concluded.

13. **Occupancy/Subletting:** You may only use the facility for the purpose indicated in this Agreement.

14. **Due Care/Termination:** You shall at all times exercise due care in your use and occupancy of the Wethersfield United Methodist Church and its equipment. You shall not deface the walls or any part of Wethersfield United Methodist Church. Nothing is to be nailed, thumbtacked, screwed, or taped to the walls or floor. Wethersfield United Methodist Church retains the absolute right to terminate this Agreement without prior notice if you in any way fail to adhere to the rules and regulations promulgated by Wethersfield United Methodist Church.

15. **Indemnity:** The group or individual entering into agreement with Wethersfield United Methodist Church shall indemnify and hold harmless Wethersfield United Methodist Church from any and all claims arising during the period covered in this agreement for damages or injuries to property, and/or for any personal injury or loss occurring at Wethersfield United Methodist Church, except such claims as may be the result of Wethersfield United Methodist Church negligence; and from any lawsuits or judgments in any court of competent jurisdiction resulting from any such claims. Wethersfield United Methodist Church will also be held harmless from any court costs and reasonable counsel fees that may be incurred by Wethersfield United Methodist Church in defense of any such claim or suit. The Group or individual further agrees to indemnify and hold harmless Wethersfield United Methodist Church from any and all claims arising from the publicity material advertising the group or individual's event at Wethersfield United Methodist Church.

I have read and understand the above indemnity clause.

Signed: _____ Date: _____

I have read, understand and agree to the rules for the use of church facility described above. I have read, understand and agree to abide by the terms & conditions of this agreement. I understand that violation of the above can result in the termination of any Facility Use Agreement between myself, the group I represent, and Wethersfield United Methodist Church.

Renter

Date

On behalf of the Wethersfield United Methodist Church

Date

Family Life Center

Diagram for Event held on (date): _____

