

St. James United Methodist Church Fellowship Hall Rental Information and Agreement:

Basic information

We welcome you and your event to St. James United Methodist Church. The following are our policies for the use of our facility. Please read them over carefully and make sure you understand them before reserving the facility.

All functions will be scheduled on a first come first served basis.

Once you have read this information, please fill out the *Fellowship Hall Rental Agreement* and turn it in to the church office.

Rules and Responsibilities

If you bring something in you take it out.

All tables must be cleared off. Any kitchen pots, pans or utensils used must be cleaned and put away.

Make sure all ovens and burners are turned off when finished.

Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.

Nothing may be attached to walls, ceilings, or floors that might damage same. Any decorations shall be removed when finished.

St. James is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.

Please confine your activities to the rooms reserved.

Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.

There is to be **NO SMOKING (including e-cigarettes) IN THE BUILDING OR WITHIN 20 FEET OF THE BUILDING** at any time.

There will be **NO ALCOHOLIC BEVERAGES SERVED or CONSUMED** on the premises.

Important: Please close any windows that you have opened.

Suggested Contributions:

The *fellowship hall contribution* includes the use of the fellowship hall, the main narthex, and the rest rooms located in the hallway.

The *custodian contribution* compensates our custodian for setup and final clean up. A head count (estimate) will be required for setup.

The *kitchen contribution* compensates for gas, water, and electricity used.

Suggested Contributions	Active Church Member	Non-member
Fellowship Hall	-0-	\$75
Custodian	\$25	\$25
Kitchen use	\$50	\$50

These may be paid by cash, check, or money order, and are requested at least one week before your event. (Make checks out to St. James United Methodist Church.)

Fellowship Hall Rental Agreement:

If you're reserving the church Fellowship Hall for an outside event, please fill out this form and turn it in to the office.

Name of Event: _____

Date of Event: _____

Start time: _____ End time: _____

Set-up date and time, if applicable: _____

Contact person: _____ Phone #: _____

Furniture/equipment needed: _____

Clean-up provisions: _____

So you need help with set-up/take down? _____

Any other information that would be useful: _____

Fellowship Hall contribution: _____

Kitchen use contribution: _____

Custodian contribution: _____

Total: _____

I have read and understand this document. Date: _____

Event Coordinator _____

Phone # _____

Head Trustee _____

If there are any changes or questions, please contact the church office @ 297-6421.