

<b>Building Rental Contract</b>	<b>THEME</b>	Facilities
	<b>POLICY NUMBER</b>	202
	<b>COMPLETED</b>	12/12/12
	<b>LAST REVISED</b>	08/19/14

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reason for rental: \_\_\_\_\_

Member  Non-member

Please place an "X" in the box of each room you will be using:

- +\$ 200.00        **Gymnasium:** maximum capacity of 280 people
- +\$ 100.00        **Hub:** maximum capacity of 40 people
- +\$ 200.00        **Kitchen:** maximum capacity of 6 people
- +\$ 50.00        **Cleaning Deposit:** refundable; if room is found clean after use
- \$ 50.00        **Retainer Fee:** non-refundable; used to reserve room and date

**Total due: \$** \_\_\_\_\_

- Price for rental is for BUILDING USE ONLY.
- No alcohol allowed on Church property.
- Access to Church pantry supplies is prohibited, (i.e. coffee, tea, condiments, paper plates, cups, tableware, etc.)
- SCC members will be charged one half of listed fees for building rental. Cleaning deposit and retainer fee will remain the same.

I understand that in order to be reimbursed for the \$50.00 cleaning deposit, I MUST clean the room after use. If for any reason the room is found to be in disarray, I understand that I forfeit this fee.

I have read and agree to the terms of this contract:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_