

Tiffin Harmony United Methodist Church
Fellowship Building Usage Agreement

The following Rental Policy contains important information regarding the use of the Tiffin Harmony United Methodist Church (UMC) Fellowship hall. It is imperative that you read and review the items listed. Please note that applications for hall rental must be completed and submitted at least within 30 days of the desired rental date, unless otherwise agreed by the Tiffin Harmony UMC. If you have any questions regarding the Tiffin Harmony UMC Fellowship hall and rental policy, please contact Janice Burnside at 419-447-3053.

Intent/Purpose: The primary purpose of our building is to provide facilities for the program and activities of the church, its members, and its committees and affiliated organizations. Honoring our heritage as a community church, our building is open to individuals and groups whose purposes are not in conflict with Tiffin Harmony's mission or ministry. All requests are subject to approval of Tiffin Harmony UMC. We reserve the right to decline rental requests.

Cost Private Events: For all private events held outside the normal function of the church, a cost of \$100.00 to cover our cost of operation is required plus a \$100.00 refundable security deposit, for a total of \$200.00. Tiffin Harmony UMC requires that our representative open and close the facility. The representative fee must be paid if using our AV equipment, at the rate of \$25 per hour.

Security Deposit: A refundable security deposit equal to \$100.00 will be required upon entering this agreement. The security deposit is due at the time of application. All money shall be returned if the application is not approved. The security deposit will be returned within 14 days after your function if all the guidelines have been adhered to and no damages were incurred during the rental period.

Liability: The Tiffin Harmony UMC is not liable for any injury caused, incurred, or alleged by a person or persons while on the premises. It is recommended that individual applicants have their own general liability coverage for the rental use. This is usually included in homeowner policies and in many renter's insurance policies (please check with your insurance broker or company). Please note that if an incident occurs during your rental, you are individually liable for any damages incurred, unless the incident was caused by the willful acts or omissions or gross negligence of Tiffin Harmony UMC, its employees, agents, licensees or contractors. The signatory party (USER) agrees to hold harmless, indemnify and defend Tiffin Harmony UMC (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Tiffin Harmony UMC (including its agents employees and representatives) or otherwise.

Reservation Procedures & Cancellation/Refund Policy: Everyone using the building for an event, including members of Tiffin Harmony UMC, must complete a Building Use Agreement Form not less than 30 days prior to event. The person who signs the Building Use Agreement Form is responsible for assuring that all the terms and conditions defined in the Building Use Policy and Agreement are observed. This applies to all Users alike, regardless of church membership.

Application: Function hall rental applications may be obtained from our website or by calling the church at the number above. All rentals, whether by parishioners, non-parishioners or organizations, require an application. No rental shall be considered until a completed and executed application is submitted to Tiffin Harmony UMC together with the appropriate fees (including the security deposit). All rentals are subject to the approval of Tiffin Harmony UMC.

Damages: Any damages that occur to the facility as a direct result of the APPLICANT's rental will be deducted from the security deposit. If the amount of damages is more than the security deposit, the APPLICANT will be responsible for and agrees to pay all costs to return the hall to its original condition, including the replacement of any damaged appliances and missing supplies.

Cancellation: A written cancellation request must be received by the Church office. Refunds will occur as follows: Greater than 30 days at 100%, 30 - 14 days 50%; less than 14 days no refund.

Rules and Regulations

Clean-up: The following is critical to the security deposit refund. The APPLICANT is responsible for the cleanup of the function hall and designated smoking areas, making sure all rubbish is properly bagged and placed in the outside dumpster. This includes the clean-up of the kitchen area and any appliances if used. Countertops, sinks and surrounding areas should be washed, coffee urn/pots should be washed, ovens and microwaves should be cleaned, floors should be swept and mopped, and trash should be placed in the outside dumpster. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without the approval of Tiffin Harmony UMC.

User and/or his/her assigns are responsible for cleaning up all areas of the facility utilized for the event, including: the exterior of the building, restrooms and foyer areas. The kitchen and restrooms along with all equipment must be left as found. All paper, garbage and refuse must be removed. All trash must be picked up from the grounds outside the building. Cleanup is to be done immediately following the event. The security deposit will be withheld should extraordinary cleaning be required due to user's failure to clean as described herein. Cleaning equipment/tools are available in the utility/furnace room.

Kitchen Equipment & Appliances: All kitchen equipment, utensils and appliances used must be properly cleaned. Anything brought in and used during your event must be removed, (i.e. catering equipment, refreshment machines, table covers, etc). The lights must be turned off and all doors locked when leaving.

Tables and Chairs: Are to be properly cleaned and replaced as found before your event. Floors must be clean and free of debris. A floor diagram is available in the kitchen.

Stove/Range: The stove/range must be turned off before leaving the building. Deep frying is not allowed.

Decorations: Decorations must be placed in such a manner that DOES NOT damage walls, floors, furniture, and/or woodwork. No tape, tacks, nails or other surface penetrating devises shall be used on walls, ceilings or woodwork. Decorations should be limited to tables. No glitter or confetti please. Battery operated candles are acceptable; no open fire flame.

Intoxicating Substances: No alcoholic beverages, non-prescription drugs, or illegally dispensed prescription drugs are permitted anywhere on the church's premises – neither inside nor outside the building, nor elsewhere on church property.

Tobacco Products: All tobacco products are prohibited from inside the Fellowship Building. Those who choose to smoke must go totally outside the building and a reasonable distance away from entrances and/or open windows. Please avoid imposing, so called, second-hand smoke on others, or leaving the tobacco scent in the building.

Termination of Agreement: Any violation of the terms and conditions of this agreement will result in the immediate termination of usage and forfeiture of all deposits.

User Information/Nature of Event

Full Name _____ Deposit \$100 paid yes no

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

Email or other contact information _____

Describe the nature of the event:

Date of Event _____ Time (start and finish) _____

User Acknowledgement

I have received a copy of the Tiffin Harmony United Methodist Church Fellowship Building Rules and Regulations. I have read same and been given opportunity to clarify all the Rules and Regulations to understand the terms and conditions of same. I agree to abide by the rules, regulations and stipulations of this agreement. No exceptions have been granted except as noted and initialed by both parties.

Signature _____ Date _____

To be filled out and mailed back to user by church personnel:

Approved for use on the date above according to the terms and conditions of the Usage Agreement. A copy of the Usage Agreement with the Rules and Regulations listed has been given to the above signed person.

Pastor/Church representative Name: _____

Signature _____ Date _____

Date mailed _____