

Trinity United Methodist Church and Johnson Community Center

Rental Policies and Agreement

General Guidelines

- Trinity United Methodist Church and Johnson Community Center requires a refundable security/key deposit upon completion and signing of the rental agreement. The deposit will be refunded within 7-10 business days unless damages have occurred, the rental site is not cleaned properly or the key is not returned.
- Full payment for rental must be received one week prior to event, unless previous arrangements have been made.
- In the event of any circumstances beyond its control (i.e. inclement weather or facility catastrophe) in which Trinity United Methodist Church and Johnson Community Center are unable to perform its obligations under this contract, the Trinity United Methodist Church and Johnson Community Center nonperformance is completely excusable. Trinity United Methodist Church and Johnson Community Center shall not be liable for costs, expenses or losses incurred to the group/guest.
- The renting party is responsible for the conduct of their employees and invited guests and is responsible for any damages caused by such individuals while in the facility.
- Boisterous or offensive language is not permitted at any time.
- Trinity United Methodist Church and Johnson Community Center reserve the right to remove any guest or to end an event if in violation of appropriate conduct.
- Trinity United Methodist Church and Johnson Community Center will not be liable for costs, expenses, injuries or losses incurred to the group/guest.
- All rental groups must sign a Hold Harmless Agreement in which the rental party assumes the risk of injury to all persons who are on the Trinity United Methodist Church and Johnson Community Center property as part of that group, and for injury or property damage sustained by others that results from the party's use of the premises or provide a certificate of insurance naming Trinity United Methodist Church and Johnson Community Center and its respective officers, directors, employees and agents as additional insured's.
- Trinity United Methodist Church and Johnson Community Center and the surrounding property is smoke, alcohol and tobacco-free.
- Weapons of any kind are prohibited from being brought into the facility or on the surrounding property.
- The renting party is responsible for informing all guests of available parking areas and any parking restrictions. Trinity United Methodist Church and Johnson Community Center is not responsible for any fees assessed due to parking violations.
- Security is required for all events over fifty people unless previously arranged with the Facility Director.
- All events must be completed by 12:00am. The building closes at 12:30am, unless previously agreed upon.

Event Guidelines

- Event floor plans or room layouts must be approved by Trinity United Methodist Church and Johnson Community Center at least two weeks in advance of the event, unless the renting party will not be changing the layout space.
- Final preparations for events, including approximate attendance numbers should be provided to the Facility Director within 72 hours of the event.
- Any special decorations and signage are to be discussed and approved prior to the event. Any decoration elements and signage left after the conclusion of the event must be disposed of by the renting party.
- In the event of confetti, glitter, bubbles or excessive decorations being used, applicable cleaning fees may be assessed.
- The use of tacks, tape or any adhesive backed product on any wall, window or fixture is prohibited.
- The use of birdseed and rice is allowed outside the facility only.

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- Any special deliveries or loading/unloading needs must be arranged in advance. Deliveries of event related material or equipment may arrive no sooner than the day of the event date without prior approval.
- All facility property must be approved before use by a renting party. All property of Trinity United Methodist Church and Johnson Community Center must be returned and put away in the proper location and in the same condition as it was originally in. Failure to do so will result in forfeiture of the rental deposit.
- Any use of Trinity United Methodist Church and Johnson Community Center audio visual equipment by a renting party will require set up by an employee of Trinity United Methodist Church and Johnson Community Center, unless previously agreed upon.

Cleaning Policy

- Renting parties must adhere to the cleaning policies provided by Trinity United Methodist Church and Johnson Community Center. If the rental site is not cleaned to specifications, it will result in the forfeit of rental deposit.

Please sign and return these policies to Trinity United Methodist Church and Johnson Community Center and keep a copy for your records. By signing below you agree upon all the above stated rules and policies. No reservation is considered guaranteed until a contract has been signed and a deposit paid.

Date: _____

Renting Party Signature: _____

Trinity UMC Employee Signature: _____

For Office Use Only:	
Name of Renting Party:	_____
Date:	_____
Area to be Rented:	_____
Purpose of Use:	_____
Rental Fee	_____
Custodial Fee	_____
Total Fees	_____
Refundable Security/Key Deposit	_____
Key Number(s) Assigned	_____