



# GRACE UNITED CHURCH OF CHRIST

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Fellowship Hall  
Rental Agreement  
for personal, baptismal, and  
funeral events

1. This agreement, made and entered into on \_\_\_\_\_ between the Consistory of Grace United Church of Christ (UCC) and \_\_\_\_\_, for the rental of Fellowship Hall is made with the understanding that Grace UCC rents to further the mission and vision of the church.

2. The Consistory is authorized to rent Fellowship Hall for events not related to Grace UCC. The Renter desires to rent Fellowship Hall for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_

3. The Consistory agrees to permit \_\_\_\_\_ to use Fellowship Hall and no other areas of the Sunday School Annex or Sanctuary, unless described under the following conditions (125 people maximum):

\_\_\_\_\_

4. The term of this agreement is on \_\_\_\_\_, beginning at \_\_\_\_\_ and ending at \_\_\_\_\_. (The times you indicate will be the exact time that the hall will be unlocked and locked by the church sexton for your function.)

5. In consideration of being permitted to use the above described premises for the purposes described, the Renter will pay Grace UCC the sum of \$\_\_\_\_\_.

Cost for members is \$100 (\$50 for the church and \$50 cleaning fee for the Sexton) or \$150 if the time reserved runs after 6pm. Cost for non-members is \$175 + \$100 security deposit or \$225 + \$100 security deposit if the time reserved runs after 6pm. The security deposit will be returned to the Renter upon satisfactory return of premises.

6. The rental payment shall be made payable to "Grace UCC" **30 days prior** to the date of the event. A fee of \$20 will be charged for return checks.

7. This agreement is subject to termination or cancellation by the Consistory when they determine it necessary for the use of the church. The decision to terminate or cancel this agreement under this necessity clause is vested in the sole discretion of the Consistory. The Renter expressly agrees that the termination or cancellation of this agreement as provided in this paragraph shall subject the Consistory, Officials, members, employees, and assigned to no liability whatsoever for consequential damages or otherwise except for return of rent paid under paragraph 5 for periods during which the Renter was precluded from using the premises.

8. The Renter agrees to conduct its activities in an orderly and peaceful manner and to ensure the premises are cared for in a proper manner. **At no time will the Renter use**

8. **Scotch Tape, thumb tacks, or any material that will cause permanent damage to the walls, cabinets, doors, etc. when decorating Fellowship Hall or any other part of the premises.** The Renter agrees to keep the premises in a sanitary condition and to observe and comply with the rules, regulation orders, and notices of the Department of Health and the Borough of Northampton, County of Northampton, and the Commonwealth of Pennsylvania. **The Renter agrees that at no time will smoking, consumption of alcoholic beverages, or gambling will be permitted in Fellowship Hall or any part of the church premises.**
9. The Renter shall at the expiration of the term of this agreement, or the termination, without further notice, quietly and peacefully leave the premises in the same condition it was in when the Renter arrived.
10. If the Renter wishes to use tablecloths and centerpieces, it is their responsibility to supply them (along with all other forms of decoration).
11. **If the Renter wishes to use Fellowship's kitchen, check here \_\_\_\_\_. If Renter does not indicate use of kitchen, they will not be permitted to use it during the rental time.**
12. All paper goods, dishes, beverages, food, etc. are the responsibility of the Renter; all leftover food must be removed from the premises after the event. **At no point should anything labeled "Senior Center," including the refrigerator, be used.**
13. At the conclusion of this Rental Agreement for the use of Fellowship Hall, the Renter will ensure the following are completed:
  - A) All tables will be wiped down.
  - B) All tables and chairs will be returned to the positions they were in upon Renter arrival.
  - C) The kitchen area will be cleaned. Any items that were used from the kitchen (ex. utensils, trays, etc.) must be washed, dried, and put back to their original location.
14. The Church Sexton is responsible for the following:
  - A) Vacuuming the floors
  - B) Cleaning the bathrooms
  - C) Wet mopping the kitchen floor
  - D) Collecting all trash from the containers and placing it outside in the trash bin
  - E) Ensuring that the Renter has done everything included in Paragraph 12 and that the premises are satisfactory.

Renter Name (Printed)	Renter Signature	Date
Church Official Name (Printed)	Church Official Signature	Date

### Church Use Only

Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_

Church official unlocking doors: \_\_\_\_\_ Scheduled Time: \_\_\_\_\_

Church official locking doors: \_\_\_\_\_ Scheduled Time: \_\_\_\_\_