



Grace United Church of Christ  
902 Lincoln Avenue  
Northampton, PA 18067

## 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 \_\_\_\_\_, 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 the 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 the 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 described premises for the purposes described, the Renter will pay Grace UCC to 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 6:00 pm. As a courtesy, members renting Fellowship Hall for funeral luncheons will have the church fee waived and will only pay the \$50 cleaning fee for the Sexton. Cost for non-members is \$175 + \$100 security deposit of \$225 + \$100 security deposit if the time reserved runs after 6:00 pm. 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 \$20.00 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 with 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 that the premises are properly maintained. **The Renter shall not use tape, thumbtacks, or any other materials that may cause permanent damage to walls, cabinets, doors, or any other portion of Fellowship Hall or the church premises while decorating.** The Renter agrees to maintain the premises in a sanitary condition and to observe and comply with all applicable rules, regulations, orders, and notices issued by the Department of Health, the Borough of Northampton, the County of Northampton, and the Commonwealth of Pennsylvania. **Smoking and Gambling is strictly prohibited in Fellowship Hall and on all church premises. Wine and beer may be consumed only in moderation.**
- 9) The Renter shall at the expiration of the term of the agreement, or the termination, without further notice, quietly and peacefully leave the premises in the same condition it was when the Renter arrived.
- 10) If the Renter wishes to use tablecloths and centerpieces, it is their responsibility to supply them (along with all forms of decorations).
- 11) **To request use of Fellowship's kitchen, check here \_\_\_\_\_. To request use of the gas stove/oven, check here \_\_\_\_\_. If the Renter does not indicate kitchen and/or gas stove/oven use, those areas and appliances may not be used during the rental period.**
- 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:
- All tables will be wiped down.
  - All tables and chairs will be returned to the positions they were in upon Renter arrival.
  - 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:
- Vacuuming the floors
  - Cleaning the bathrooms
  - Wet mopping the kitchen floor
  - Collecting all trash from the containers and placing it outside in the trash bin
  - Ensuring that the Renter has done everything included in Paragraph 12 and that the premises are satisfactory.

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

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|---------------------------------------|------------------------------------|---------------------|
| Amount Due: \$.....                   | Church Use Only<br>Date Paid ..... | Cash/Check #: ..... |
| Church Official unlocking doors:..... | Scheduled Time:.....               |                     |
| Church Official locking doors:.....   | Scheduled Time:.....               |                     |