

RENTAL AGREEMENT FORM (2017-2018)

THE FIRST CHURCH IN OBERLIN, UCC • 106 N. Main St., Oberlin OH 44074
Contact: Diana Pierson, Secretary @ (440) 775-1711 or email: office@firstchurchoberlin.org

PLEASE FILL OUT FORM COMPLETELY BY PRINTING CLEARLY. DATE OF REQUEST: _____

Name _____ Organization: _____

Street Address _____ City: _____ Zip: _____

Email: _____ Phone _____

Description (include type of event: reception, served meal, wedding, concert, lecture, etc.)

START DATE: _____ END DATE: _____ Number of persons expected _____

REOCCURRING EVENT: (i.e. first Tues. of each month, etc.) _____

START TIME: _____ END TIME: _____ NEED KEYCODE: Y / N

Actual starting time of event _____ (If different than START TIME)

Room(s) Requested Meeting House JFO Room Kitchen Classrooms Finney

Fellowship Hall Undercroft White Room Conf. Room

OTHER: _____

REGULATIONS

1. No alcoholic beverages.
2. Kitchen equipment may not be removed from the premises.
3. Only "painter's tape" or other cleanly removable adhesives can be used on the walls, ceilings or furnishings.
4. Charges will be assessed for damage done to First Church property including holes from tacks, etc.
5. There is no smoking allowed anywhere in the buildings.
6. **Unless other prior arrangements are made, those using First Church facilities are responsible for any needed set-up in the rooms being used. They are also responsible for returning those rooms to the condition and identical set up in which they were found.** This includes all clean up and disposal of the garbage into the dumpster outside the kitchen door. It is strongly suggested that you take a picture of the room you are using to use as a guide after the event.
7. For weddings: If you throw birdseed, rice or blow bubbles please stay clear of the building.
8. The sound system in the Meeting House and the dishwasher require a representative of the church to operate. The fee for the Sound is \$15/hour and the dishwashers are \$8/hour. Please inform the church office if you wish to make arrangements for these services.

***Please note: The heat at First Church is controlled by Oberlin College. There may be times in the spring and fall when the Fellowship Hall, Meeting House and other rooms are quite cool due to the fact that the steam is not on. Please plan to dress accordingly if you have rented the facilities during those times of the year.**

RENTAL FEES

Base price(s)	_____
Additional Service fee	_____
Total	_____
Less deposit	_____
TOTAL DUE	_____

OFFICE USE ONLY:

KEYCODE USER: _____

CODE: _____

or KEY: _____

Check No. _____

Rec'd by: _____ (initial)

Date: _____

I agree to the conditions and fees in the above contract:

Signed _____ Date _____
(Person responsible for renting space)

(Representative of First Church) Date _____