RENTAL AGREEMENT FORM (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 _____

REOCCURING 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 are 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 is required with the rent of the MH. The sound system and the dishwasher require a representative of the church to operate. The fee for the Sound and dishwashers are $15/hour. Arrangements are made through the church office 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)

_____ Date _____
          (Representative of First Church)