

SAUGERTIES UNITED METHODIST CHURCH
67 Washington Avenue, Saugerties, NY 12477 (845 246-7802)

YEAR _____

APPLICATION/RENTAL AGREEMENT FOR USE OF CHURCH PROPERTY

All applications for use of our church must be submitted prior to the first Tuesday of the month in which the event is to be held, for review and approval by the Board of Trustees.

Name of Applicant _____ Church Member? _____
Address _____ Telephone _____
Name of Organization or Group (if any) _____
Room(s) Requested _____
Reason for Use _____ Date of Application _____
Date of Function _____
Hours of Use- From _____ to _____

The facilities of the Saugerties United Methodist Church are available for appropriate groups, as approved by the Board of Trustees. Priority will be given to church members, member groups and non-profit organizations. The consumption of alcohol in church buildings is strictly prohibited.

Every person or group using our facilities, whether member or non-member, is required to give a security deposit. This security deposit is to cover any potential damage expenses and/or offset any additional work required by the sextons to restore the facility to its original condition. If a church key is required, there will be a \$5.00 security deposit, and the key may not be duplicated and must be returned to the church office before the security deposit is returned. All security deposits will be refunded within one month if the facility is left in its original condition. Only the facilities listed below are available for use. **NO classrooms are available.** Activities are limited to designated areas with access to the restrooms. Rooms available for use are the Sanctuary, the Lounge, the Chapel, Fellowship Hall and the Kitchen.

RULES AND REGULATIONS FOR USE OF CHUCH FACILITIES

General Conditions:

- There is no alcohol permitted in any area of the building.
- There is no smoking permitted in any area of the building.
- The area(s) of the church used is (are) to be left in the condition found.
- Floors should be properly swept or washed.
- Chairs and table are to be returned to their proper places.
- Heat must be turned down and the lights turned off.
- All doors must be locked.
- All garbage must be removed and placed in the trash receptacles.

If the Kitchen is Used:

Each person or group using the kitchen will be responsible for seeing that it is completely cleaned and secured.

- No dirty dishes are to be left in the sink.
- All leftover food and drink is to be removed from the premises.
- All lights are to be turned off when leaving.
- Outside people or groups are to use their own towels.
- No empty bottles or open packages of food are to be left in the sink, in the cupboards or on the counter.
- Pots, dishes utensils, coffee urns, etc. are not to be left on the drain board.
- All garbage must be removed and placed in the trash receptacles.
- All items are to be replaced in their proper location.
- The kitchen is to be left in perfect order, with the stove cleaned and turned off.

I hereby acknowledge that I have read the above rules and regulations for use of the facilities of the Saugerties United Methodist Church and agree to them. In addition, I understand that the agreed upon fee for such use is payable prior to the use date. In addition, a security deposit payment is to be paid with the understanding that the security deposit will be refunded providing the church property is left clean and in original condition with no damage or breakage. ***All checks are to be made payable to the Saugerties United Methodist Church Board of Trustees.***

**I also release the church from any liability resulting from injury to any persons attending said event. (Organization must show proof of insurance)*

- *Signature of Applicant* _____ *Date* _____
- *Applicant hereby certifies that they are at least 21 years of age (Photocopy of drivers license may be required.)*

Rental Fee: \$ _____ (check box if by month) **Amount of Payment:** \$ _____ (*due on or before the 5th of the month*)

Security Deposit \$ _____ **Type of Payment:** Cash _____ **Check #** _____
(Refundable on above conditions)

Total Due: _____ **Deposit Refund:** \$ _____ **Date:** _____
Checks made payable to: Saugerties United Methodist Church Board of Trustees

For Board of Trustees use only

Pastor's Approval: _____ **Sexton Notified:** _____ **Date:** _____