

# Springboro United Church of Christ Building Use & Rental Agreement

## Building Use Approval Process

1. The purpose of use, including any event content, must not be in conflict with the Springboro United Church of Christ's (SUCC's) mission and core values.
2. Rental of the Springboro United Church of Christ's facilities will be limited to approved facility areas. Alternate areas in the building may be scheduled for other purposes at the same time.
3. Rental Request & Approval:
  - Complete this Building Use Policy & Rental Agreement form to start the rental process and submit to the Rental Coordinator at the SUCC.
  - A deposit fee (see amount below), will be required to secure the facility.
  - The SUCC reserves the right to keep the deposit in the event that there is damage or failure to restore the building to its original condition.
  - FINAL PAYMENT is due the week of the planned event.

## Building Use Policy

1. The SUCC functions and activities take priority over other renters. Rental applications are considered in the order they are received.
2. In case of ongoing use, such as weekly or monthly rental of the facilities, the SUCC reserves the right to preempt use of the venue. In such cases, at least two weeks' advance notice will be sent to the contact person for the renting group.
3. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
4. No controlled substances are allowed on church property. Smoking is not allowed in any part of the buildings on church property.
5. Nothing may be attached to the walls, pews, ceilings or floors that might damage them. All decorations must be removed.
6. Renters are required to remain in the areas specified in the agreement, and are responsible for keeping group participants confined to those areas.
7. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
8. At the conclusion of each event, upon leaving the building, you must make certain that:
  - All lights and appliances are turned off.
  - All doors are locked.
  - All garbage/trash is deposited properly in the dumpster located on the west side of the parking lot.
  - The room(s) is returned to its original condition before the meeting – including the arrangement of tables and chairs.
  - The floor is swept.

- If the kitchen is used for food preparation:
  - All eating and preparation surfaces are washed clean and sanitized.
  - All dishes or other kitchen items are washed, dried and put away.
  - No food items are left on the premises, in the refrigerator or freezer.
  - Garbage disposal must be cleaned.
- 9. The SUCC assumes NO responsibility for the use of the building and facilities by the tenant and has NO liability to the user for such use, and further, the user agrees to indemnify and hold the SUCC harmless from all third-party claims, liability or damages arising out of such.
- 10. The SUCC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
- 11. Building keys must be returned within one week of the event or the SUCC reserves the right to retain the deposit. The building must pass inspection for damage and cleaning in order for any deposit to be returned. The SUCC reserves the right to retain the deposit if these requirements are not met.

### **Rental & Deposit Fees**

1. The facility is considered “reserved” when the deposit is made.
2. Room rental fees will be assigned based upon specific room request(s) in accordance to the Rental Chart Schedule (pages 3 - 4).

# Springboro United Church of Christ Building Use & Rental Agreement

## Rental Deposits & Fees

1. The facilities are reserved on a first-come, first-served basis upon acceptance of the security deposit.
2. Rental fees are based upon the event type and room(s) requested, as presented below.
3. Party/meeting rates are set for up to four (<4) hours and greater than four (>4) hours.

## Weddings

There are three wedding package options that cover the selected day from 8:00 a.m. until midnight.

**Package 1** – includes church sanctuary, fellowship hall, kitchen and conference room.

**Package 2** – includes the Gabriel House first-floor meeting room, kitchen and both second-floor meeting rooms.

**Package 3** – combines packages 1 & 2 listed above.

## Wedding Rental Fees

Package	Description	Security Deposit	Cleaning Fee	Rental Fee	Total
1	Ceremony Only*	\$300	\$200	\$300	\$800
1	Reception Only	\$300	\$200	\$500	\$1,000
1	Ceremony & Reception	\$300	\$200	\$600	\$1,100
2	Ceremony Only*	\$300	\$200	\$300	\$800
2	Reception Only	\$1,000	\$200	\$750	\$1,950
2	Ceremony & Reception	\$1,000	\$200	\$750	\$1,950
3	Ceremony & Reception	\$1,000	\$300	\$1,000	\$2,300

*Church members receive a 50% discount on the rental fee.*

*\*Includes two (2) hours use of the Sanctuary/Gabriel House for purposes of ceremony rehearsal the night prior to the ceremony.*

**Springboro United Church of Christ**  
**Rental Deposits & Fees**  
**Meetings/Parties**

**Rental Deposits & Fees**

1. The facilities are reserved on a first-come, first-served basis upon acceptance of the security deposit.
2. Rental fees are based upon the event type and room(s) requested, as presented below.
3. Party/meeting rates are set for up to four (<4) hours and greater than four (>4) hours.
4. A security deposit of \$300 and a cleaning fee of \$200 will be required of all non-church members. They will be fully refunded if there is no property damage and cleaning has been done acceptably by the renter.

Building	Room (capacity)	Civic/Nonprofit	Nonmembers/ Business <4 hrs.	Nonmembers/ Business >4 hrs.	Member**
Church	Sanctuary (200)	Donations Accepted	\$200	\$400	No Charge
Church	Fellowship Hall (85 - 125)	Donations Accepted	\$100	\$200	No Charge
Church	Conference Room (16)	Donations Accepted	\$100	\$200	No Charge
Church	Kitchen (5)	Donations Accepted	\$50	\$100	No Charge
Gabriel House	First-floor Meeting Room (60 - 130)	Donations Accepted	\$300	\$600	No Charge
Gabriel House	Kitchen*	Donations Accepted	\$100	\$200	No Charge
Gabriel House	Floor 2, Room 1 (25)	Donations Accepted	\$100	\$200	No Charge
Gabriel House	Floor 2, Room 2 (20)	Donations Accepted	\$100	\$200	No Charge

*\*There will be no charge for the kitchen if only the refrigeration is used for drinks.*

*\*\*Church members must clean up after their event or they will be charged a cleaning fee. Donations accepted.*

**Springboro United Church of Christ  
Facilities Rental Form**

Date Submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Event Name / Type: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_

The SUCC Approval Signature: \_\_\_\_\_

**For Office Use**

	Amount	Date	Check #	Key Given	Key Returned
Security Deposit					
Fees Collected					
Deposit Returned					

Notes: