

Springboro United Church of Christ Building Use and Rental Agreement

Building Use Approval Process

1. The purpose of use, including any event content, must not conflict with 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. Other areas in the building may be scheduled for other purposes at the same time.
3. Rental Request & Approval:
 - Complete the Building Use Policy & Rental Agreement Form (this form) to start the rental process and submit it to the Rental Coordinator at SUCC.
 - A deposit (see amount below) will be required to secure the facility.
 - SUCC reserves the right to keep the deposit if there is damage or failure to restore building to original condition.
 - FINAL PAYMENT is due 30 days before the event.

Building Use Policy

1. SUCC functions and activities have priority over other renters. Rental applications are considered in the order received.
2. In the case of ongoing use, such as weekly or monthly rental of facilities, SUCC reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the 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 or on church property.
5. Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
6. Renters are required to remain in 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 off.
 - ☐ Garbage and trash from kitchen, bathrooms, and all other used waste receptacles, disposed of properly in dumpster on the west side of the parking lot.
 - ☐ The room(s) is returned to its condition before the meeting – including the arrangement of tables and chairs.
 - ☐ The floor is swept.

☐ If the kitchen is used for food preparation:

- o All eating and preparation surfaces are washed clean and sanitized.
- o All dishes or other kitchen items are washed, dried, and put away.
- o No food items are left on the premises, in the refrigerator or freezer.
- o Garbage disposal must be cleaned.

9. 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 SUCC harmless from all third-party claims, liability or damages arising out of such.
10. SUCC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
11. The building must pass an inspection for damage and cleaning for any deposit to be returned.
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 on specific room request(s) in accordance to the Rental Chart schedule (page 3-4).

Springboro United Church of Christ Rental Deposits and Fees Weddings

Rental Deposits and Fees

1. The facilities are reserved on a first-come, first-served basis upon acceptance of the security deposit.
2. Rental fees are based on 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 the 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 and 2.

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	\$1000
1	Ceremony + reception	\$300	\$200	\$600	\$1100
2	Ceremony only*	\$300	\$200	\$300	\$800
2	Reception only	\$1000	\$200	\$750	\$1950
2	Ceremony + reception*	\$1000	\$200	\$750	\$1950
3	Ceremony + reception*	\$1000	\$300	\$1000	\$2300

* Includes two hours use of sanctuary/Gabriel house for purposes of ceremony rehearsal the night prior to the ceremony

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

Springboro United Church of Christ Rental Deposits and Fees Meetings / Parties

Rental Deposits and Fees

1. The facilities are reserved on a first-come, first-served basis upon acceptance of the security deposit.
2. Rental fees are based on 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-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 hours	Nonmembers / Business >4 hours	Member**
Church	Sanctuary (200)	Donations Accepted	\$200	\$400	Donation
Church	Fellowship Hall (85- 125)	Donations Accepted	\$100	\$200	Donation
Church	Conference Room (16)	Donations Accepted	\$100	\$200	Donation
Church	Kitchen (5)	Donations Accepted	\$50	\$100	Donation
Gabriel House	First-Floor Meeting Room (60-130)	Donations Accepted	\$300	\$600	Donation
Gabriel House	Kitchen*	Donations Accepted	\$100	\$200	Donation
Gabriel House	Floor 2, Room 1 (25)	Donations Accepted	\$100	\$200	Donation
Gabriel House	Floor 2, Room 2 (20)	Donations Accepted	\$100	\$200	Donation

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

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

Springboro United Church of Christ Facilities Rental Form

Date Submitted: _____

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email Address: _____

Event Name / Type: _____

Date(s) Requested: _____

Time(s) Requested: _____

Signature of Responsible Party: _____

SUCC Approval Signature: _____

For Office Use:

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

Notes: