# First Presbyterian Church of East Avon

# Facility Rental Form

5606 E. Avon Lima Road, Avon, NY 14414

# Payment for facility use is to be given to Jessica White (Church Admin) upon booking.

Checks are to be payable to: First Presbyterian Church of East Avon Phone: 585\_\_-\_\_\_-\_\_\_\_

Email:

 Office@eastavonchurch.com

**Name of Person/Group Booking Event**

:

**Name of Contact Person**

(

if different from above):

**Phone**

:

**Type of Function**

:

**Email**

:

**Date Required**

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 Month Date Year S M T W TH F S

**Time(s) Required**: (Set-up and clean-up times must be included in the hours)

 From \_\_\_\_\_\_\_\_\_\_\_ AM To \_\_\_\_\_\_\_\_\_\_\_\_\_\_  AM Event Start Time: \_\_\_\_\_\_\_\_\_\_\_\_

 PM PM

 Rehearsal time required?  yes Date and time: no

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Facility or Service** | **Rental Fee \*** | **Total**  |
|  | Church Rental – $\_\_\_\_/day (for Weddings this includes a rehearsal date/time)  | $ \_\_\_\_\_.00 | $ \_\_\_\_\_.00 |
|  | Set up fee (see #4a on reverse) | $ \_\_\_\_\_.00 | $ \_\_\_\_\_.00 |
|  | Clean up fee (see #4b on reverse) | $ \_\_\_\_\_.00 | $ \_\_\_\_\_.00 |
|  | Damage Deposit (please provide separate check)   | $ \_\_\_\_\_.00 | $\_\_\_\_\_\_.00 |
|  |  | **Total** | $ |

 **Sound System**: If renter requires the use of the sound system or organ, the **church office admin** will direct you to a person who is qualified to run both systems. Payment is made directly to the person that the renter has made arrangements with.

Furniture / Kitchen Requirements (please indicate number required)

\_\_\_\_\_ Tables – Round \_\_\_\_\_ TV

\_\_\_\_\_ Tables - Rectangular \_\_\_\_\_ Podium

\_\_\_\_\_ Chairs \_\_\_\_\_ Portable Mic / Speaker

\_\_\_\_\_ Tablecloths \_\_\_\_\_ Additional Microphones

\_\_\_\_\_ Coffee Urns \_\_\_\_\_ Organ

\_\_\_\_\_ Refrigerator Space \_\_\_\_\_ Other

\_\_\_\_\_ Dishes & Cutlery 

Revised: \_\_\_\_\_6 oct 23\_\_\_\_\_\_\_

# First Presbyterian Church of East Avon, NY

**RENTAL POLICIES AND RATES**

1. Please include an email so confirmation can be emailed to you. A contact phone number will be provided at that time.
2. The First Presbyterian Church of Avon is an alcohol and drug free campus. Smoking is permitted outside of the building using the smoker’s outpost for cigarette butts. Confetti or rice is not to be used within the church facility or on the church property.
3. Additional charges apply if renter requires a staff member to
	1. set up tables, chairs, etc. — $\_\_\_.00
	2. clean up, i.e., put away tables, chairs, vacuum carpets, mop floors, tidy washrooms, etc., — $\_\_\_.00 **The renter has the option to set up and clean up themselves, with no additional charge.**
4. All renters ordinarily will conduct their functions to permit the closing of the facility by \_\_\_ pm Monday to Friday and by \_\_\_\_ pm Saturday and Sunday. (In certain circumstances, these times may be extended).

1. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to First Presbyterian Church of East Avon Church and delivered to the Church Admin upon booking. FPC will pay its staff as required. A damage deposit of $ ­­\_\_\_\_ is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determine by Building Us Committee)

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1. Hold Harmless Provision: First Presbyterian Church of East Avon (including its trustees, representatives, employees, and agents) will not be held liable for any injuries, harm or damages that may occur during the activity. It is an express term of this agreement that the Renter indemnifies and holds harmless the First Presbyterian Church of East Avon from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) of First Presbyterian Church of East Avon arising from the use of the facilities or activities.
2. Release of Liability: First Presbyterian Church of East Avon is released from any claims for damages, injury, or death arising from the activity. Participants agree not to hold the church responsible for any adverse outcomes.
3. It is an express term of this agreement that the Renter will provide and maintain Comprehensive Liability insurance during the period covered by this agreement insuring First Presbyterian Church of East Avon against liability for bodily injury (including death) and property damage from occurrences in or about the facility of the use or condition of the facility with combined single limits of $ \_$ 1,000.000 per occurrence / $ 3,000,000 aggregate, $ 10,000 no fault medical payments, including volunteers and athletic activities , fire and legal liability at $ 1,000,000 limit; day nursery/child care and sexual misconduct coverage at $ 1,000,000 limit..

1. All bookings and arrangements must be made through the Church Office Admin at least **two weeks** prior to the event.

1. Bookings and arrangements in unusual circumstances may be directed to the Church Session for approval.

1. Cancellation: A full refund will be given if cancellation notice has been given \_\_2\_\_ weeks prior to the event. Anything less than \_\_1\_\_ weeks notice, one-half of the payment will be refunded.

 **RENTAL AGREEMENT**

Signatures on this form indicate the agreement of the renter to the terms and conditions and the approval of the rental application by First Presbyterian Church of East Avon Church.

Facility Rental to be paid in full along with this form. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_­­­­­\_\_\_\_\_\_­­­\_\_\_\_\_­­\_\_­­­­

 Approval from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **For Office Use Only:** Copies to be sent to: 1. Treasurer 3. Session
2. Cleaning Crew 4. Building Use Committee Revised: \_\_\_6 Oct 23 \_\_\_\_\_\_\_\_
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**Responsibilities after Building Use**

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Leave the facility the way you found it or in better shape than it was. If you find something broken/damaged that should be fixed, let us know. Accept responsibility for any damages your group may have caused while using the building.
2. Collect all garbage into bags and bring it to the outside garbage containers.
3. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
4. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
5. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
6. Remove any items put up on the walls or set out in connection with your event.
7. As you leave the building, make sure the lights are turned off, the doors are locked, the ovens and coffee makers are turned off, and the thermostat is set to 62oF or the air conditioners are turned off.
8. No food or drink other than water is permitted in the sanctuary.
9. The First Presbyterian Church of Avon is an alcohol and drug free campus. Smoking is permitted outside of the building using the smoker’s outpost for cigarette butts.
10. If you are using the building for a wedding, a congregation member will be present to help you find things for the wedding rehearsal and on the day of the event.
11. You will be provided with contact information for someone in the congregation for emergency issues that may come up.
12. A checklist will be provided to ensure the facilities are returned to the original state.

 \*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

**Thank You for your co-operation.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the facility. If you have any questions, you may contact the Building Use Committee: