

## Allentown Seventh-day Adventist Fellowship Hall Rental Agreement

1. The Fellowship Hall can be rented for *special* events, such as wedding vow renewals, 50<sup>th</sup> wedding anniversaries, birthday milestones such as 100<sup>th</sup> birthday, etc.
2. All rentals must be approved by the church board.
3. Since the fellowship hall is part of the church and is not a secular facility, the fellowship hall is not to be used for general parties such as birthday parties, family get-togethers, etc.
4. Other rentals may be considered by the church board on a case by case basis.

### To reserve the Fellowship Hall and Kitchen:

1. Read the following policy guide.
2. Sign and return this form to the church office with all fees.

All requests for using our church fellowship hall require approval by the church board. Please submit this form with all fees when reserving the hall. All arrangements for use of the hall should be considered tentative until all fees are paid and a completed copy of the application is returned with approval indicated.

**Member Fee:** (Due in full when reserving the hall).

\$250 – security deposit for use of the fellowship hall and kitchen.

***The \$250 fee must be submitted along with the signed application.***

Within two weeks of the conclusion of the event, the \$250 rental fee will be refunded, ***minus*** the deacon/deaconess and custodian fees (as listed below), and any additional expense should the facility incur damage.

**Fee for the deacon/deaconess on duty:** \$15/hr – this fee is non-refundable. The fee applies to time for decoration (two hour maximum) as well as for the event itself (four hour maximum).

**Fee for additional cleaning:** \$15/hr – this fee is non-refundable. The fee applies to any additional cleaning hours beyond the normal time it takes our custodian to clean the facilities.

**Non-Member Fees:** (Due in full when reserving the hall).

\$500 – security deposit for use of the fellowship hall and kitchen.

\$250 – rental fee for use of the fellowship hall and kitchen (non-refundable).

***The \$750 fee must be submitted along with the signed application.***

Within two weeks of the conclusion of the event, the \$500 ***security deposit*** will be refunded, ***minus*** the deacon/deaconess and custodian fees (as listed above), and any additional expense should the facility incur damage. ***The \$250 rental fee is non-refundable.***

### Decorations

Rental fees do not include decorations. It is the responsibility of the renter to decorate the hall. Times are restricted to non-Sabbath hours and must be arranged when reserving the hall. The time spent decorating the hall should not exceed 2 hours and decorations ***must be approved*** beforehand. No duct tape, tacks, nails or staples may be used to affix decorations. Only dripless candles may be used and protective coverings must be used under candles and flower arrangements.

### Deacon/Deaconess

A church representative will open the church up before the event is to begin and be responsible for closing and locking the church after the event. The event should not last longer than **four** hours. If time is needed to decorate, a deacon or deaconess may be asked to open the church for up to **two** hours at the rate listed on the previous page.

### Fellowship Hall

***The fellowship hall accommodates up to 120 guests.*** The use of the fellowship hall and kitchen includes the use of 16 tables and 120 chairs. No decorations are provided. It is the responsibility of the renter to provide catering and to leave the kitchen clean and orderly. No alcoholic beverages or unclean meats (pork or shellfish) may be brought into the church. There is no smoking permitted on church premises. All personal items must be removed after the event.

### Audio/Visual

The renter will need to provide any music and audio/visual equipment if desired.

### Parking

There are a limited number of parking spaces around the church. ***It is the renter's responsibility to ensure that guests park responsibly. Guest vehicles may not block the alley, park in the neighbors' driveways, or park illegally. Cars parked illegally may be subject to ticketing/towing.***

**No food or beverage may be consumed outside of the fellowship hall. *There are no exceptions to this rule!***

**It should be kept in mind that this is a church facility, and choice of entertainment and decorum should be in keeping with such.**

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Decoration Date: \_\_\_\_\_ Time: \_\_\_\_\_

Renter's Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I/We have read the attached guidelines and agree its provisions.

\_\_\_\_\_  
Renter's signature (Responsible party) Date: \_\_\_\_\_

-----  
For Church Use Only

Deposit Paid by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_