

Eastminster Presbyterian Church

**Guide Lines for General Rentals  
Schedule C**

Trustees Position Description  
Dated 3/21/2016

**OBJECTIVE**

This document describes the duties and responsibilities of the Rental Trustee.

**GENERAL**

Rentals trustee shall be responsible for Facility instruction use/ safety/ security of Eastminster Members/ outside organizations/ individuals for Eastminster Presbyterian Church.

Note: Responsibility does not include Weddings and Funerals. (Administrative Manager)

Rental fees can be waived for organization that are charitable and non profit and members of church that are involved with the organization .

Any wavering of rental fees is to be approved by Trustees.

Sound system and piano in Sanctuary and Fellowship Hall may be used.

Organ is not to be used unless there are special circumstances and played by experienced organist. In addition approval must be obtained from the Worship Committee.

Trustee responsibility to issue keys.

If Fellowship Hall is used, review Kitchen Usage Procedures with renter along with a copy.

A. Facility/ Rooms Available to Rent:

1. Fellowship Hall
2. Fellowship Hall—(with kitchen)
3. Multi Purpose Room
4. Choir Room
5. Library
6. Sanctuary

B. Procedural:

1. Inquires for rental normally received by Office Manager—(Zoe)
2. If facility is available,(church calendar) rental inquiry details are communicated to Rental Trustee
3. Initial contact is normally telephone with a follow-up meeting.
  - a. Facility tour (including facility instructions)
  - b. Rental date confirmation/ time/ duration
  - c. Group size
  - d. Rental Fee
  - e. Access key (lock box)
  - f. Contact

#### 4. Rental Contact (see Rental Agreement For Use of Facilities)

Rental contract is completed and e-mailed to Renter (copy to Office Manager—Zoe and Facilities Manager—Harold) with instructions:

- a. Sign and mail copy of contract to EPC Chrch Office along with Rental Fee payable to: Eastminster Presbyterian Church, 10 days minimum prior to event.

5. Rental fee (check) is then submitted to Financial Secretary (Linda Krom) along with copy of Rental Contract.

6. A follow-up inspection of rented facility is recommended along with lock-box inspection to assure access key is returned.

#### 7. Rental Schedules

A : Weddings

B: Funerals

C: General Rentals

# EASTMINSTER PRESBYTERIAN CHURCH

311 Haines Road, York, PA 17402

Phone: 717-755-6222 ~ Fax: 717-757-1460

## RENTAL AGREEMENT FOR USE OF FACILITIES

*(Please print all information that must be provided.)*

This Agreement is between Eastminster Presbyterian Church, herein referred to as "Church", and \_\_\_\_\_, herein referred to as "Renter". The agreement consists of the Rental Agreement, along with the appropriate Rental Fees Cost Sheet schedule, which is referred to in item 3 below, attached hereto and incorporated herein by reference.

### RENTER AND EVENT INFORMATION

**DATE(S) AND TIME(S) OF RENTAL:**  
[day], [date], from [time] to [time]

**NOTE: For a wedding, attach a copy of the Wedding Information Form that was completed at the time the bride and groom met with the pastor.**

#### 1. RENTER INFORMATION

Rental is by a  Church Member OR  Church Member on behalf of an organization;  
OR

Rental is by Non-Member  as an individual  on behalf of an organization

#### 2. RENTER CONTACT PERSON INFORMATION

Name of Individual Renting: \_\_\_\_\_

OR Name of Renting Organization: \_\_\_\_\_

Renter's Address/City/State/Zip: \_\_\_\_\_

Name of Org's. Contact person: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Contact's Address/City/State/Zip: \_\_\_\_\_

Contact's Phone: Home: \_\_\_\_\_ cell: \_\_\_\_\_

#### 3. EVENT INFORMATION (check all that apply): Approximate # of people attending: \_\_\_\_\_

Event is:

Wedding – A church wedding is a **worship service. (See attached Schedule A for calculation of cost.)**

Name/phone number of photographer  See attached info sheet, OR  as given below:

\_\_\_\_\_  
Name/phone number of florist  See attached info sheet, OR  as given below:

Funeral **(See attached Schedule B for calculation of cost.)**

Other **(See attached Schedule C for calculation of cost.)**

Name of event \_\_\_\_\_

Purpose of event (describe fully) \_\_\_\_\_

First-time renting here  Previously rented--list date and purpose \_\_\_\_\_

This is a one-time event, with use on the date(s) and for the time(s) shown below.

This would be a regularly scheduled event, with use on the dates and for the times shown in this Agreement.

Other (describe fully) \_\_\_\_\_

**4. SPACE TO BE USED** -- Check all below that apply. Rates for space desired are shown on the fee schedule for this event attached to this rental agreement and made a part hereof.

- Fellowship Hall w/out Kitchen Privileges
- Fellowship Hall w/Kitchen Privileges
- Crib Room
- Class Room # \_\_\_\_\_
- Haines Admin. Center Multi-Purpose Room
- Outdoor Worship Center
- Sanctuary
- Other \_\_\_\_\_

**5. LENGTH OF TIME(S) OF USE (also show TOTAL TIME for each space used)**

Space	Date	Day(s) of week	Time(s) Needed (Show Beginning and End Times = from / to)	Indicate # of Hours for Each Use	TOTAL HOURS For Each Space Used

**6. EQUIPMENT TO BE USED** -- Check below all equipment belonging to the church that Renter intends to use:

**Sanctuary:** Piano  Sound equipment<sup>1</sup>  Brass Vases<sup>2</sup>  Blue Chancel Vase<sup>2</sup>  
<sup>1</sup>(Locked if not used)    <sup>2</sup>(Cannot be removed from Sanctuary)

Candles / Candelabras:  2 at organ rail  2 stands of 7 candles each  Pew candleholders

**Kitchen:**  Stove  Refrigerator **Dishwasher CANNOT be used.**

**Fellowship Hall:**  Chairs: How many? \_\_\_\_\_  Tables How many? \_\_\_\_\_  
 Sound system & Microphone

**Multi-Purpose Room:**  Chairs: How many? \_\_\_\_\_  Tables How many? \_\_\_\_\_

**7. Draw the configuration of how Renter wishes the equipment, tables and/or chairs set up in the space being rented.**



**COMMENTS/INSTRUCTIONS:**

## **POLICIES & PROCEDURES and TERMS & CONDITIONS OF RENTAL**

Renter's use of Church facilities is conditioned upon the following:

1. **A CHURCH WEDDING IS A WORSHIP SERVICE** – If rental is for a wedding, the wedding party, the wedding guests, and the photographer/videographer must bear in mind that they are all guests in the house of God, and as such they must conduct themselves at all times reverently and in a worshipful manner. The pastor is in charge of all aspects of the service.
2. **WEDDING POLICIES AND PROCEDURES** – If rental is for a wedding, Renter acknowledges receipt of two copies of the Wedding Policies and Procedures and will see that all parties involved receive a copy. One for the reference of the wedding party and one should be given to the photographer and/or videographer. Renter will insure that all present know the policies and procedures, with the request to them that they abide by the procedure set forth therein.
3. **SMOKING AND ALCOHOLIC BEVERAGES:** This is a smoke-free campus, and we do not permit alcoholic beverages of any kind on the campus. Please inform your group and/or guests prior to the function so that they may honor this restriction.
4. **ONGOING RENTAL, RENT DUE DATE** – Monthly rental from regular Renters is due on the 1<sup>st</sup> day of each month, payable in full. Rent not paid by the 15<sup>th</sup> of the month shall be deemed to be in arrears and notice will be sent to Renter that if not paid, Renter's privileges are in danger of being revoked. If a 2<sup>nd</sup> month's rent comes due and is not paid, Renter will be sent a certified letter advising it that its rental privileges have been canceled. Any regular renter wishing to rent for a date not on its regular schedule will be denied its request if its rent is not paid current. A security deposit is also required of each regular Renter.
5. **DEPOSITS & FEES FOR ONE-TIME RENTALS** – A non-refundable deposit of no less than 20% of the total rental is required on the date this agreement is made. Payment of this amount secures the rental date(s) and time(s) for Renter. Tentative rental dates are not secure until the minimum down payment has been received by Church. A \$25.00 refundable deposit is required for each key needed. A refundable \$50.00 security deposit and a non-refundable cleaning fee are also reflected on the attached appropriate fee schedule.

FULL PAYMENT of the balance of the rental fee and all associated costs and fees is required **no later** than the last day the office is open before the date of the event, or else the deposit is forfeited, and the rental cannot take place. Cancellation for any reason results in forfeiture of the full amount of the deposit.

6. **KEYS** – Keys will not be issued until the full payment due is made by Renter. In the case of events held after hours and on weekends, keys to gain entrance must be issued to Renter and a refundable deposit charged for each key.
7. **LENGTH OF TIME OF USE** – Renter's time of use INCLUDES SET UP, PRACTICE/ REHEARSE, AND TEAR DOWN TIME. It is not just the length of time of the event. It includes the time Renter expects to gain access to the space Renter will use prior to the event AND any time Renter expects the space to be reserved solely for its use and for no other use to take place in that space before its event. Unauthorized additional time and/or use other than that specified in this agreement will be billed at double the standard rental fee.

8. **SPACE & EQUIPMENT USED MUST BE FULLY DISCLOSED HEREIN** – Renter hereby stipulates and certifies that all space and equipment desired to be used has been disclosed in this agreement. If space or equipment is used that Renter has not disclosed herein, Renter will be billed double the regularly scheduled rental fee for each space and item used, as well as the cleaning fee for same.
9. **TABLES NOT ALLOWED IN PARLOR** -- Renter has been advised that tables cannot be set up in the Parlor and agrees to abide by that requirement. Only the furniture set up by Church in the Parlor is allowed in that space.
10. **DISHWASHER IN THE KITCHEN CANNOT BE USED** by any Renters under any circumstances. This restriction applies whether the Renters are church members or non-members.
11. **DISHWARE & UTENSILS** – Unless otherwise specified in writing, Renter must supply their own dishware, utensils, glasses, cups, etc.
12. **LOCKING UP** -- For security purposes, Haines House must remain locked when in use by piano teachers and others (e.g., literacy teachers) after hours and when there is only one staff person in the office, even if use is during regular office hours. Renters, such as piano teachers, must rely on the doorbell to answer and admit persons and then allow in only those persons who should have access for lessons or to pick up a student. Wedding parties who use Haines House and the Christian Education building to dress must use the keys they have been issued to insure that all doors are locked again when they leave. Failure to do so will result in forfeiture of the security deposit.
13. **SETUP / BREAK DOWN / CLEANUP** – As much as possible, Church will work with Renter to provide set up and breakdown for the event. However, in most cases, set up must take place between 8 a.m. Monday and 4:00 p.m. Friday; otherwise, Renter must make arrangements to set up and take down itself. This applies only if returning the space to its normal configuration is necessary to be done for church events that will occur after the event has taken place. A clean-up deposit is required and is reflected in the schedule attached to this rental agreement.
14. **ACCEPTANCE OF TERMS AND CONDITIONS** -- Renter hereby certifies that terms and conditions, policies and procedures under which rental is being allowed, as well as the rental fees, have been provided to Renter and that Renter has read, fully understands, and will abide by them.
15. **INFORMATION FROM RENTER IS TRUE, CORRECT, & COMPLETE** -- Renter has reviewed the answers and information it provided in this Agreement and the schedule attached. Renter certifies the answers and information provided by them are true, correct, and complete. Renter also understands all the policies and procedures, terms and conditions set forth for use of Church's space and equipment and agrees to fully abide by them.
16. **RENTER HAS RECEIVED COPY OF THIS AGREEMENT** -- Renter also acknowledges that an executed copy of all pages of this Agreement, including the fee schedule, has been provided to them by Church for its records and reference.

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

\_\_\_\_\_  
**Signature of Renter or Renter's Representative**  
Schedule C to Rental Agreement

**GENERAL RENTALS**

**Rates and Costs for Events other than Weddings or Funerals/Memorial Services  
held on the Eastminster campus  
(Rates as of 1-1-16)**

This attachment is hereby incorporated into the General Rental Agreement of [name of individual or group] to take place on [day and date], [time from & to].

A non-refundable deposit of no less than 20% is required at the time the rental agreement is made to secure the date desired. Full payment is required at least one week prior to the event. Shown below are all items you have indicated you wish to utilize for your rental, along with the cost of same.

	<u>Active Members</u>	<u>Other</u>	<u>Cost</u>
<b><u>Primary Facilities: for up to 2 hours use as shown in Sections 4 &amp; 5 of this Agreement – FLAT FEE</u></b>			
Outdoor Worship Center	\$100	\$ 200	\$ _____
Sanctuary with <input type="checkbox"/> organ <input type="checkbox"/> piano	\$150	\$300	\$ _____
Sound equipment (if use is not selected, access to equipment will be locked)	\$50	\$50	\$ _____

**Additional facilities: for up to 4 hours use as shown in Sections 4 & 5 of this Agreement – FLAT FEE**

**CHURCH & CE BUILDING:**

Fellowship Hall ONLY	\$125	\$125	\$ _____
Fellowship Hall with kitchen privileges	\$150	\$150	\$ _____
Crib Room	\$45	\$45	\$ _____
Nursery	\$45	\$45	\$ _____
Classroom	\$45	\$45	\$ _____

**HAINES HOUSE**

Multi-Purpose R. Haines House w/ kitchen privileges	\$100	\$100	\$ _____
Haines House Parlor (no tables can be setup)	\$50	\$50	\$ _____

**Custodial Fee**

Basic Fee (Required)	\$50	\$50	\$ _____
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**Key Deposit (refundable if not lost or broken) -- Keys will be issued one day (1) prior to initial rental. <sup>1\*</sup>**

To Sanctuary	\$25	\$25	\$ _____
To Haines House	\$25	\$25	\$ _____
To Fellowship Hall	\$25	\$25	\$ _____
Other: _____	\$25	\$25	\$ _____

<sup>1</sup>Key(s) may be picked up the day before initial use between the hours of 9:00 a.m.- 3:00 p.m., Monday thru Thursday.

<b><u>Security Deposit (refundable)</u></b>	\$50	\$50	\$ _____
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**TOTAL COST:** \$ \_\_\_\_\_

Less non-refundable deposit of at least 20%: \_\_\_\_\_

**Balance due prior to rental:** \$ \_\_\_\_\_

A non-refundable deposit of [20% of total] is due at the time this agreement is entered into. Date is not secured until deposit full amount of rental is paid.

<input type="checkbox"/> Renter's copy	Schedule C to Rental Agreement <b>GENERAL RENTAL</b>	Page 1 of 2
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\*ISSUANCE OF KEYS TO \_\_\_\_\_:

On \_\_\_\_\_ key(s) issued to were: \_\_\_\_\_

Renter hereby affirms that the rental costs and fees, terms and conditions, policies and procedures under which rental is being allowed have been provided to Renter and that Renter has read, fully understands, and will abide by them.

DATE: \_\_\_\_\_

Signature of Renter \_\_\_\_\_

Print Name of signer \_\_\_\_\_

ACKNOWLEDGEMENT OF PAYMENT: \$ \_\_\_\_\_ = A non-refundable deposit of at least 20% of the Total Cost was paid by  Cash  Check # \_\_\_\_\_ on \_\_\_\_\_.

BALANCE OF \$ \_\_\_\_\_ must be paid no later than one day prior to the initial use, which date is \_\_\_\_\_, or rental cannot take place.

FOR CHURCH USE ONLY

TOTAL REFUND: \$ \_\_\_\_\_

TO ACCOUNTING DEPT:

RETURN OF DEPOSIT(S) TO (name & address): \_\_\_\_\_

All keys were returned on \_\_\_\_\_ in good condition. A refund of \$ \_\_\_\_\_ should be made to Renter.

OR

Keys to \_\_\_\_\_ were not returned or are damaged. Therefore, \$ \_\_\_\_\_ should be retained from the key deposit made by Renter.

The security deposit can be returned because no damage was found to any property or equipment.

The security deposit cannot be refunded because damage was found, as explained  below  on attached sheet:

Signature of Building & Grounds Staff \_\_\_\_\_

<input type="checkbox"/> Renter's copy	Schedule C to Rental Agreement GENERAL RENTAL	Page 2 of 2
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