

RENTAL APPLICATION – USE OF FACILITY



Decker United Methodist Church
8304 Decker Lane
Austin, Texas 78724

This Application constitutes all terms and agreements between Decker United Methodist Church (Church) and Party. Any exceptions must be noted below. Facility Rules are included in Exhibit A.

<p><u>PARTY:</u> Name: _____ Address: _____ _____ Contact: _____ Email: _____ _____ Member _____ Non-Member</p>	<p><u>CHURCH:</u> Decker United Methodist Church 8304 Decker Lane Austin, TX 78724 Contact: Trustee – Andy Kramer Cell Phone: 512-947-4990</p>
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Fee	Facility(s)	Event(s)	Date(s)	Time(s)
\$500	Sanctuary & Fellowship Hall*			
\$300	Sanctuary only & Auxiliary Rooms*			
\$200	Fellowship Hall & Kitchen only – Function*			
\$75/half day (minimum) \$125/full day	Fellowship Hall & Kitchen – Meeting*			
\$100	Pavilion – Outdoor Function			
\$100	Parking Lot – Outdoor Function			

[Note: *Restrooms will be available. Outdoor functions may require port-a-potty rental.]

<p><u>Exceptions</u> to standard terms and agreements (rehearsals, decorating, setup, restrictions, etc.):</p> <p>Do not move piano in sanctuary. Do not use pipe organ. Restrooms for outdoor events available at http://www.corkd.com/portable-toilets/tx/portable-toilets-austin-tx.php</p>

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Application for use of Facility is subject to final acceptance by Church. Approval of request is at full discretion of Church, and Party will be notified of decision as soon as possible after receipt of Application.

Application may be completed during a tour of Facility, as requested by Party. A tour is encouraged for full understanding of Facility space. An interview of Party may be requested by Church, in advance of the approval, and would be conducted onsite at Church.

Once accepted, all Applications must be signed by Party and countersigned by a Church Trustee. Fees will be agreed upon, and all fees must be received by Church within one week of agreement or prior to event, whichever comes first.

Fees:

Agreed upon fee of \$ _____ plus cleaning deposit of \$100.00. All fees due in advance. No others fees will be assessed, unless Application is revised to accommodate more space or services. All Application changes and fees must be agreed upon by Church and Party.

Cleaning deposit will be returned within two weeks after Event, after satisfactory inspection of Facility. Please advise Church of any unavoidable damage. All undisclosed damage claims will potentially require restoration reimbursement by Party to Church for costs to repair, as assessed and determined by the Church Trustees.

I have read and agree to the terms contained herein:

Printed Name: _____

Ministry or Group: _____

Signature: _____

Date: _____

Application accepted by Church Trustee:

Printed Name: _____

Signature: _____

Date: _____

The mission of Decker United Methodist Church is "Serving God, Making Disciples, and Reaching out into the Community." We welcome you to our Facility, and we hope you experience the hospitality, peace, and love of Jesus Christ during your visit. If we can do anything to enhance future visits, please let us know.

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EXHIBIT A – FACILITY RULES

If Party's use of the Facility is for an approved ministry outreach endorsed by Church, there will be no charge for use of the site. (A donation will be accepted to cover incidental expenses or church maintenance, as you are so led.) If Party is a member of Church, a reduced fee will be offered.

Maximum capacity for indoor Facility is 80 people. Nursery is available, but all activities and events involving children are subject to the Church's Safe Sanctuary Policy available upon request.

While on the property, Party will not sell, consume or endorse the use of alcohol or illegal drugs. If Party sees anyone on the Church property partaking in any of these items, Party will ask them to refrain until they leave the property.

Party will be responsible that the property is kept in an orderly and presentable fashion and that the Church is restored to its original order upon departure. Anything that was moved or re-arranged for Event must be returned to its original location.

In all cases, Party using the Church is responsible for cleaning the Facility prior to departure, unless other arrangements are made. In the event that the Facility is not cleaned appropriately upon inspection, the cleaning deposit will be retained by the Church. Party will remove all trash and place it in outside garbage bins provided.

The Facility will be opened 1-½ hour prior to event and as arranged in Exceptions above, for rehearsals, decorating, set up, etc. A Church representative will be onsite at all times for each Event. Facility use is limited to space as noted on Application.

Use of site can be terminated at any time, if a Trustee or designated Church representative feels that the use of the site is not in agreement with the agreed use or ministries of the Church. If termination of use is required, all fees and charges will be forfeited by Party listed in this agreement.

If Party has any questions or concerns, before or during event, please contact the Trustee listed on the Application or another designated Church representative, immediately.

* * * * * CHURCH USE ONLY BELOW * * * * *

Received by: _____ Date _____

Reviewed and Approved by: _____ Date _____

Fees accepted by: _____ Date _____

\$ _____ Paid by: _____ Check # _____

Cleaning inspected by: _____ Date _____

Notes for servicing: