

Galion Free Methodist Church
Christian Life Center Gymnasium
Reservation & Rental Agreement
(Non-GFMC)

Requirements:

1. Rental Fees

\$50 rental fee (due at signing of rental agreement to hold date), plus
\$30 per hour with a maximum of \$200 per day (due one week prior to reservation date).

2. Custodial requirement:

- Renter will pay an additional \$50 fee for custodial services for events involving the serving of food and/or groups of 50 or more. This fee may be waived based upon our janitorial staff's normal cleaning schedule and the date and time of your event. This fee covers cleaning the kitchen, restrooms and floors and disposing of trash. You will be informed if this fee will not be charged.
- In addition, renter is responsible for the following:
 1. Tables and chairs are cleaned and returned to their proper storage locations.
 2. All décor and tape, clips, etc. used to secure it are completely removed.
 3. Balls, volleyball net, etc. are picked up and properly stored.
 4. All food items are removed and dishes cleaned, dried and put away.

(Please initial that you have read and agreed to the above_____)

3. **Saturday Rentals:** Wedding receptions, reunions and other large gatherings require substantial clean-up time. Therefore, in order to allow sufficient time for preparations to be made for Sunday morning events, the Christian Life Center must be vacated (with all belongings) by **8:00pm**. This time *cannot* be extended.
4. Renter will be responsible in the event that damage occurs and will be billed accordingly.
5. Tables and chairs at the Christian Life Center are *not* to be removed from the premises.
6. Rooms, furnishings and equipment in the Education Wing of the Christian Life Center are *not* to be used unless specific permission has been granted.
7. GFMC facilities are smoke-free, alcohol-free, and illegal drug use-free. Thank you for your cooperation in this.
8. The use of baseballs or softballs is **not** permitted in the Christian Life Center.
9. The Christian Life Center will not be rented for the intended use of "profit" activities.
10. The Galion Free Methodist Church reserves the right to cancel any rental agreement, or refuse a rental agreement or deny future rental to any individual or group whose activity does not comply with the mission of the Free Methodist Church or for whom there is improper supervision of the facility or for failure to comply with this agreement.

The Renter Agrees:

- a. To abide by the terms of agreement outlined above.
- b. To pay all applicable fees **in full one week prior to reserved date.**
- c. To accept liability for any medical costs due to injuries received at the Christian Life Center and to hold the Galion Free Methodist Church and its members harmless for such injuries.

(over)

Your reservation will be made once this form is completed and received in the GFMC office.

Rental Event & Information

Please complete the following in full:

Type of Event: _____

Contact Person: _____ Phone: _____

Address: _____ City _____, OH Zip _____

Team Sport Practices: Practice slots are available Monday-Friday, 5:00-6:30pm & 6:30-8:00pm.

Saturday and Sundays are more flexible based upon facility availability. Your team may reserve up to two (2) practice sessions/week to allow other teams facility usage. You may then reserve additional sessions as the schedule allows after other teams have had opportunity to reserve a slot.

Event frequency: ☐ One Time ☐ Weekly (# of weeks _____) ☐ Monthly (# of months _____)

Day(s) Requested: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Saturday ☐ Sunday

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____ (include set-up & tear down)

Will food be served? ___ Yes ___ No

Approximate number of persons attending: _____

Fee Information:

\$50 Rental Fee (due at signing of rental agreement) \$ 50.00

\$30/hr for _____ hours (including set-up and clean-up;
\$200 maximum per day) \$ _____

\$50 Custodial Fee (Church Staff will determine
if this fee is to be charged. See #2 above.) \$ _____

Total due (1 week prior to reservation date) \$ _____ by date _____

I have read and understand all of the above and agree to pay fees due in full by the above date.

Your Signature

Date

GFMC Representative

Church Office Use... Charge Cleaning Fee? ☐ Yes ☐ No

Full Payment Received on _____ by _____

Two Copies:

Original to be kept on file in office

One to renter

Your reservation will be made once this form is completed and received in the GFMC office.