

Richwood United Methodist Church
Hall Usage Agreement
111 Richwood Road, P.O. Box 7, Richwood, NJ 08074
856-589-0874 (12-16-09)

We are pleased that you have selected our Fellowship Hall to host your event/meeting on _____ from _____ am/pm to _____ am/pm. Thank you for your donation of \$ _____ for use of our facility.

The following policies must be adhered to while utilizing the Richwood UMC Fellowship Hall facilities. Failure to follow these policies may result in termination of the event/meeting without a refund of your security deposit.

1. The Richwood UMC Fellowship Hall is a smoke-free facility. Smoking is only permitted outside the building in designated areas.
2. Alcohol consumption is not permitted anywhere on the property. No vehicles may be driven on the brick walkway or on the grass.
3. Our facility is only available for non-profit organizations and private not-for-profit use by our church members and church-member-sponsored individuals.
4. Capacity is not to exceed the township code limits: Main Hall – 299.
5. Decorations should not damage the structure in any way and must be removed when your event is complete. Table decorations only will be permitted (nothing in the walls or ceiling). Please provide your own paper and plastic goods.
6. RUMC representatives may be present for any event/meeting.
7. Kitchen usage: We are pleased to provide a “state-of-the-art” kitchen. Only RUMC equipment may be used for cooking on the premises. No deep frying is allowed. All equipment, utensils, dishes, glassware, and kitchenware must be cleaned and returned to its original location. Events with heavy kitchen use will pay the \$175 kitchen use fee.
8. Clean up: All trash must be bagged and put in trash containers in the trash enclosure located in the back parking lot. Floors and carpets need to be cleaned and vacuumed to the condition prior to your event/meeting. Kitchen and bathrooms must be wiped down and swept. Chairs and tables must be returned to their original location. See the check list in the kitchen. All events will pay the cleaning fee of \$175.
9. Events including minors must be supervised by adults over the age of 25 years. One adult must be present for every 20 minors.
10. A security deposit of \$150 is required (plus \$50 if you are also using the kitchen) along with this signed Agreement and the Hall Request Form in order to hold the building for you. Payment is due one week before your event/meeting. Your security deposit may be forfeited if your event/meeting is cancelled without timely notice or if the property is damaged during your event/meeting.

I have read this Usage Agreement and agree to adhere to the stated policies. In addition, as the legal representative of my organization or occupant, I will save, indemnify and hold harmless the Richwood United Methodist Church from any and all claims which result in bodily injury or property damage received as a result of the activities to be conducted at the premises by all employees, volunteers, participants and anyone associated with the occupants during which time the occupant is using the facilities.

Signature _____ Print Name _____

Organization _____ Date _____

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Hall Request Form
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Organization/Person requesting Hall _____

Organization's Representative _____

Address _____

City, State, Zip Code _____

Phone number(s) _____

E-mail address _____

Church member sponsor _____

Date of event _____ Today's date _____

Event purpose _____

Number of people attending _____

Time of event: From _____ to _____

Fees: _____ Main Hall - \$300 (plus \$150 Security Deposit) for up to 5 hours. \$60 per hour for each additional hour.
_____ Kitchen - \$175 (plus \$50 Security Deposit).
_____ Cleaning Fee - \$175

The Main Hall and Kitchen Fee will be waived for members of the Richwood United Methodist Church, but a donation to help cover the utilities will be appreciated.

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RUMC Use Only

Date received by committee _____

Approved: _____ Yes
_____ No

Comments _____

Scheduled by _____ Date _____