

# BUILDING RESERVATION FORM

# CORNERSTONE UMC

980 South Main Street | PO Box 266, Lake Crystal, MN 56055  
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## 1. RENTER'S INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## 2. EVENT INFORMATION

Event \_\_\_\_\_

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

Number of guests expected \_\_\_\_\_ Rooms requested \_\_\_\_\_

Equipment needed \_\_\_\_\_ Deliveries Expected \_\_\_\_\_

## 3. FEES

Room rental (per room) - \$30 non-members (\$100 deposit); \$20 members (\$50 deposit)

Fellowship Hall/Narthex rental - \$150 non-members (\$200 deposit); \$75 members (\$100 deposit)

## 4. OPTIONAL ADDITIONAL FEES

Audio/visual projector rental - \$35 non-members; \$25 members

Trained operator for audio/visual projector - \$75 non-members; \$50 members

## 5. FEES PAID

Total fees \_\_\_\_\_ Deposit \_\_\_\_\_

Balance due \_\_\_\_\_ Due by \_\_\_\_\_

*Payment of deposit reserves the event date on the Cornerstone UMC calendar. The balance is due 10 days prior to the event. Non-payment of the balance may result in cancelation of the use of Cornerstone UMC. If your event is canceled at least 6 weeks before the scheduled date, you will receive your full deposit as a refund. If the event is canceled within 6 weeks of the scheduled date, your entire deposit is non-refundable.*

## 6. POLICY

- ◇ When scheduling conflicts occur, Cornerstone UMC activities shall take priority over rental agreements. In such event, advance notice will be given to the renter. However, some events cannot be anticipated in advance, such as funerals.
- ◇ Users shall occupy only those parts of the facility specifically approved/rented for the stated event.
- ◇ Facility rental deposit will be refunded following the event, provided that the building has been appropriately cared for. If the facility incurs damaged or missing items during the event, deposit will be retained to cover additional costs. Maintenance or replacement costs in excess of the deposit are the users' responsibility.

- ◇ Facility must be returned to proper order after use, to include the removal of decorations and personal items, removal of trash from the facility, furnishings restored to original set-up.
- ◇ No décor items shall be attached in any manner to walls, windows, doors, or ceilings.
- ◇ The use of candles is not allowed unless by written permission.
- ◇ If necessary, additional care following event may include vacuuming and floor cleaning, chairs and tables cleaned and put away. *(Cleaning supplies can be found on the 1<sup>st</sup> door to the left in the Fellowship Hall.)*
- ◇ Facility must be secured after use, not limited to turning stove off, closing all windows, turning off lights, locking all doors.
- ◇ The use of kitchen for storage, preparation, and serving of food must be approved by specific permission only. Refrigerator and freezer shall be used for storage of perishables immediately prior to event. No items are to be left in the kitchen following the event. Food must only be consumed in the Fellowship Hall. Renters must supply own paper products and dish towels.
- ◇ Cornerstone UMC is not responsible for items that are lost, stolen, damaged, or destroyed during the event.
- ◇ The renter accepts all responsibility for the conduct of event participants.
- ◇ Children and youth must be supervised by a capable adult. The nursery is available for use upon reservation.
- ◇ Alcohol is not permitted on church grounds; tobacco products are to be used outside of the facility.
- ◇ No food or beverages are to be brought into the sanctuary, with the exception of water and communion elements.
- ◇ The Building Policy agreement may be terminated by the written agreement of both parties at any time. Cornerstone UMC reserves the right to terminate the agreement immediately if user has breached any provision of the agreement.

## 7. AGREEMENT

It is agreed that this contract is only for the use of the facilities and equipment rented for the stated purpose. The user of Cornerstone UMC agrees that Cornerstone UMC, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by people using Cornerstone UMC, his/her invitees or guests, arising out of the use of the facilities pursuant to this contract. The user of Cornerstone UMC agrees to indemnify its agents, employees and assigns for any claims for personal damage made against it arising from the use of the facilities pursuant to this permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Cornerstone UMC \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY :

Deposit amount \_\_\_\_\_ Cash/check # \_\_\_\_\_ Date received \_\_\_\_\_

Balance due \_\_\_\_\_ Due by \_\_\_\_\_ Date received \_\_\_\_\_

Deposit refunded \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_