

# Rental/Facility Usage Agreement

## PARKWAY United Church of Christ

2841 N. Ballas Road | St. Louis, MO 63131 | phone: 314-872-9330 | fax: 314-872-9014 | parkwayucc@parkwayucc.org | www.parkwayucc.org

Person/Group \_\_\_\_\_

Contact Name \_\_\_\_\_

Contract Date(s) \_\_\_\_\_  New  Renewal  Updated

Mailing Address \_\_\_\_\_

Invoicing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Expected # of Attendees \_\_\_\_\_

Room(s)  Children's Church Rm (14)  Classrooms (2-6; 9; 12-13)  Fellowship Hall (18)  Gathering Space (26)  
 Heritage Room (11)  Historic Sanctuary  Kitchen (17)  Library (10)  
 Middle School Rm (15)  Music/Choir Room (25)  Nursery (1)  Office Work Room (22)  
 Sanctuary (28)  Senior High Room (16)  Other  Other  
Resource(s)  Multi Media  Furniture  Other

Parking Space(s) \_\_\_\_\_

Date(s) of Use \_\_\_\_\_

Time(s) of Use

rental

actual

Fee(s) \_\_\_\_\_

Deposit \_\_\_\_\_

Payment Schedule \_\_\_\_\_

Items Issued  Key(s) (\$5.00 replacement fee.)

Parking Permit (\$5.00 replacement fee.)

Special Requests \_\_\_\_\_

Responsibilities

Persons/groups using the facility are responsible for set-up/tear-down of all items that have been approved for use, including furniture and equipment. All areas must be restored to a clean and neat state before leaving. Please turn off lights and lock doors upon leaving. Parties of 5 or more people are responsible to let people from their group into the building.

Alcohol

No alcoholic beverages allowed on church properties.

Smoking

No smoking allowed on church properties.

Liability

Persons/groups using the facility must sign and return to PUCG a Waiver of Liability and a Certificate of Liability Insurance. In the event of snow or ice, parking lots/sidewalks may not be cleared of frozen precipitation in advance of your event and PUCG assumes no liability for parking/sidewalk conditions.

Cancellation

If inclement weather forces cancellation of your event [Parkway/Rockwood school closures or major business if later in day] please notify PUCG of cancellation and you will be credited on your next invoice.

I have read and agree to the terms and conditions set forth in this contract.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attachments

Building Map

Parking Map

Alcohol Policy

Liability Waiver Form

Received

Deposit

Signed Waiver of Liability

Certificate of Liability Insurance

Returned Key

Copy of Photo ID

Other

Office Use Only

Facility Use Approved

Signature \_\_\_\_\_

Date \_\_\_\_\_

Special Requests Approved

Signature \_\_\_\_\_

Date \_\_\_\_\_

Data Entry

Calendar

PowerChurch (invoice)

Outlook (contacts)