

EVENT DATE: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_ TIMES: \_\_\_\_\_

## RULES FOR USE OF CHRISTIAN EDUCATION HALL 2026

Hall holds up to, but no more than, 90 people.

Minimum donation for use of Hall: \$400 for 4 hours (total time includes set-up & clean-up)  
\$100 for each additional hour

To hold the date:

A \$100 Hall Use Deposit is required to hold the date.

Remaining balance

1. The remaining balance is due seven days before the scheduled hall use.
2. If there is a cancellation less than 48 hours before the scheduled hall use, the Hall Use Deposit is forfeited.
3. If the balance has already been paid, it will be refunded within 48 hours by check from the church.
4. Once it has been established that there has been no damage, the security deposit will be returned by mail within 48 hours by check from the church.

Rules for Hall Use:

1. Facility accommodates up to 90 people, per fire code.
2. Total hall use is four hours, unless other arrangements are made.
3. Time includes set-up & clean-up.
4. NO SMOKING
5. You must supply all paper products (plates, napkins, plastic utensils, cups, etc.)
6. You may use refrigerator, but NOT the dishwasher.
7. All clean-up is the responsibility of the person renting the hall.
8. You must bag all garbage and place bags in dumpsters behind the building. Bags will be provided.
9. You must recycle and deposit recycling in the blue container behind the building.
10. You must clean up any spillage; mop will be available.
11. You must wipe down all counters that were used.
12. You may not leave ANY food items in the refrigerator.
13. If using stoves or oven, there must be a church representative in attendance for oversight of fire suppression system. This will be a \$50 charge for the accommodation.

Lessee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lessor Signature : \_\_\_\_\_ Date: \_\_\_\_\_