

Annex Rental Guidelines

Hallettsville First United Methodist Church
P. O. Box 352 – 206 S. Dowling – Hallettsville, TX 77964 – (361)798-2650

Rental Fees

Building Capacity is 58

\$10 per hour

Charitable use will be determined on a case-by-case basis with the decision made by the Administrative Board.

There will be no rentals before noon on Sundays, including set up time.

Reservations

All reservations are to be made through the church office, (business hours are M-F, 9:30-1:30pm). The key is to be picked up and returned to the office during business hours. **Payment of rental fees is to be made when the key is picked up.**

Decorations

- Nothing** is to be taped, tacked or stapled on walls, doors, windows, etc.
- Nothing** is to be hung from the ceiling or ceiling fans.
- No** confetti rice, birdseed, etc. is to be used in the building
- No** tables or chairs are to be moved out of the building.
- Tables and chairs may be rearranged but must be put back in place after the end of your event.

Kitchen

All meals must be previously prepared. No cooking is allowed. The kitchen is ONLY to be used to warm or reheat food. **Renter must provide their own paper goods and food and drink supplies. Use of church supplies is prohibited.**

Clean-up

- The renter is responsible for restoring the building to original order immediately after use.
- Tables, floors, kitchen, bathrooms, etc. must be cleaned.
- All trash is to be tied and placed in the trash container outside and new bags put in trash receptacles.
- All lights (inside & outside) are to be turned off.
- Make sure water is not running in toilets.
- A/C & Heating must be returned to the posted temperatures.
- Make sure all doors are closed and locked.

Children, Youth and Vulnerable Adults should not be left unattended at any time.

**NO alcoholic beverages, tobacco products or gambling activities are allowed.
Anyone under the influence of alcohol or drugs will be asked to leave the premises.**

Responsibility For All The Above Items And Any Damages That Occur Lie With The Renter.

Signature _____

Name of person renting: _____ Phone No: _____

Address: _____

Date of event: _____ Time: _____ Activity: _____

Rental Fees: _____ Payment Information _____ check/cash

Date key given: _____ Date key returned: _____