

Fellowship Hall 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 163

\$75 per hour for one time use

\$25.00 per hour for contract users

\$500 – for an 8 hour period of time

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.**

Deposit: A reservation/cleaning deposit of \$100 is required at the time the reservation is made. In case of event cancellation, this deposit is refundable up to 7 days prior to event date. **This deposit will be returned if the building is found to be cleaned as required. Deposit will be forfeited if A/C and/or Heating (4 thermostats) are not returned to posted temperatures or if lights are left on.**

Decorating/Setup Fee: Renters may decorate/setup four hours prior to their rental time, provided no one has reserved the hall. This time must be reserved in advance.

\$100 for 4 hours decorating/setup time

\$50 for 2 hours decorating/setup time

- 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 at the end of the 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.**

Audio Visual: The audio visual system is available for an additional fee of \$125 (with availability of staff for setup).

Clean-up: The renter is responsible for restoring the building to original order immediately after use.

- Tables, floors, kitchen, bathrooms, etc. must be cleaned. Please bring your own dish towels for cleaning.
- All trash is to be tied and placed in the trash container outside and new bags put in trash receptacles.
- All lights are to be turned off. A/C & Heating must be returned to the posted temperatures. Building 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: _____

Deposit received: _____ check/cash Deposit Returned: _____

Rental Fees: _____ Payment Information _____ check/cash

Date key given: _____ Date key returned: _____