

## Request for the Use of the Osborne Parish House

Please complete the top section of this form, read the terms of use, sign and submit the form, with the applicable fee (**payable to the United Church of Hinesburg**), to the United Church Office, PO Box 39, Hinesburg, VT 05461.

Name of Individual or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Function Date: \_\_\_\_\_ Function: \_\_\_\_\_

Function Start & End Time: \_\_\_\_\_

Check appropriate Use/Uses:

\_\_\_\_\_ Hall only: \$100.00      \_\_\_\_\_ Kitchen: \$30.00

\_\_\_\_\_ Classrooms: \$25.00 (each)     Cleaning Deposit: \$50.00 (mandatory)

\*NOTE: Please write deposit check separately.

### Terms of Use of the Osborne Parish House:

1. There is a cleaning deposit of \$50.00 which will be returned upon satisfactory inspection of the premises. In the event the facility is not properly cleaned or there are damages, the costs of same will be deducted from the security deposit. In the event the damages or expenses exceed the amount of the security deposit, the renter agrees to pay the balance within (24) hours of the time renter is presented with a bill for those additional charges.
2. Both driveways must be kept open at all times: The parking lot adjacent to the Church parking lot is private and **can only be used on Sundays and after business hours**. Cars must not park on the grass.
3. Only the tables and chairs in the main hall and the tables stored under the stage. A maximum of 10 tables, are available for use. The tables and padded chairs in the carpeted classrooms must remain there.
4. Doors to the carpeted classrooms should be kept closed unless being used by specific permission. No food or drink is allowed in the carpeted classroom area.
5. Smokers must smoke outside, away from the Parish House entryway, and use the cigarette butt receptacle.
6. Alcoholic beverages are **not** permitted.

7. Use of the piano and other equipment is not permitted unless noted in additional terms of use.
8. Floors must be swept, vacuumed and tables and chairs returned to their original positions. Brooms and mops are located in the closet in the kitchen. Vacuum cleaner is stored in bathroom. The bathroom should be clean and any trash **removed** from the premise.
9. Nursery room is not to be used under this agreement.
10. Thermostat may be turned up for comfort. It will reset itself.
11. All lights, fans and stove must be turned off before leaving.

**Terms of Use of the Kitchen:**

1. The kitchen must be kept clean. All dishes and utensils are to be washed and put back where they were found.
2. All appliances must be turned off and, if applicable, unplugged before leaving.
3. Dishwasher may only be used **after training** by a church representative. No dishes are to be left in the dishwasher.
4. Trash and any leftover food must be **removed** from the premises. If trash is left, the renter will be subject to an additional fee.

**Additional terms of use:**

- \*Cancellation Policy: 30 days prior to event to receive refund of monies.
- \*Church Council approval of event may be required.

I have read the above and agree to be responsible for the use of the Osborne Parish House as outlined herein. I understand my rental fee and deposit must be submitted with my request. If my request is approved, I will receive a copy of this request and a key (which must be returned after the function) or will arrange other means of access. If my request is not approved for any reason, the rental fee and deposit will be returned to me.

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

*For Church use:*

Approved by \_\_\_\_\_ Date \_\_\_\_\_