

## United Church of Hinesburg Request for the Use of the Osborne Parish House

Please complete the top section of this form, read the Terms of Use, then sign and submit the form with the applicable fee and deposit (make checks 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: \_\_\_\_\_

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check Use/Uses:

Hall only: \$100.00       Kitchen: \$30.00       Classroom (\$25.00 each)

Deposit: \$50.00 (*please write a separate check*)

### Terms of Use:

#### 1. General

- a. The required deposit (\$50.00) will be returned upon satisfactory inspection of the premises after the event and, if applicable, the key is returned. If the facility is not properly cleaned or if there are damages, the costs of same will be deducted from the deposit. If damages or expenses exceed the deposit, the renter agrees to pay the balance within 24 hours of being presented with a bill for the additional charges.
- b. Both driveways must be kept open. 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.
- c. Only the tables and chairs in the main hall and the tables stored under the stage can be used. The tables and padded chairs in the carpeted classrooms must remain there.
- d. 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.
- e. Smokers must smoke outside, away from the Parish House entryway, and use the cigarette butt receptacle.
- f. Alcoholic beverages are not permitted.
- g. Use of the piano and other equipment is not permitted unless noted.

- h. Nursery room is not to be used under this agreement.
- i. Thermostat may be turned up for comfort (no higher than 70°); it will reset itself.

2. Kitchen

- a. There is an additional fee (\$30) for use of the kitchen
- b. The kitchen must be kept clean. Wash all dishes and utensils and put them back where they were found.
- c. All appliances must be turned off and, if applicable, unplugged before leaving.
- d. Dishwasher may only be used after training by a church representative. No dishes are to be left in the dishwasher.
- e. Trash (non-food) and recycling should be put in the corresponding barrels outside the kitchen door. Food scraps must be taken with you. If trash is left, you will be subject to an additional fee.

3. At the End of the Event

- a. Sweep or vacuum the floors, as applicable, and return tables and chairs to their original positions. Brooms, mops, and a vacuum cleaner are in the broom closet in the kitchen. The bathroom should be clean.
- b. Turn off all lights and fans.
- c. Lock the doors (exterior door to the Parish House entryway can be left unlocked).
- d. If issued a key, return the key through the letter slot in the outside door to the office on the south side of the building.

4. Additional Terms of Use

- a. Board approval of event and/or a Certificate of Insurance may be required.
- b. Cancellation Policy: 30 days prior to event to receive refund of monies.
- c. Funerals and memorial services have precedence over other uses. If a funeral or memorial service will happen during the rental period, the rental fee will be refunded in full.

**Signature**

*I have read the above and agree to be responsible for the use of the Osborne Parish House as outlined herein and hold harmless and indemnify the United Church of Hinesburg for any liability, damages, and associated costs resulting from its use under this agreement.*

*I understand the 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** \_\_\_\_\_