

## 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 payments (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 Address: \_\_\_\_\_

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

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

Check Use/Uses:

\_\_\_\_\_ Hall only: \$100.00

\_\_\_\_\_ Kitchen: \$30.00

\_\_\_\_\_ Classroom: \$25.00 (each)

\_\_\_\_\_ X Cleaning Deposit\*: \$50.00

\* Please write a separate deposit check

### Terms of Use:

1. There is a mandatory cleaning deposit (\$50.00) which will be returned upon satisfactory inspection of the premises after the event. If the facility is not properly cleaned or there are damages, the costs of same will be deducted from the cleaning deposit. If the damages or expenses exceed the amount of the cleaning deposit, the renter agrees to pay the balance within 24 hours being presented with a bill for the additional charges.
2. 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.
3. 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.
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. Nursery room is not to be used under this agreement.
9. Thermostat may be turned up for comfort; it will reset itself.
10. Floors must be swept, vacuumed and tables and chairs returned to their original positions. Brooms, mops, and a vacuum cleaner are in the broom closet in the kitchen. The bathroom should be clean.
11. All lights, fans and stove must be turned off before leaving.

**Terms of Use for the Kitchen:**

1. The kitchen must be kept clean. Wash all dishes and utensils and put them 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 (**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.

**Additional Terms of Use:**

- Cancellation Policy: 30 days prior to event to receive refund of monies.
- Board 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 \_\_\_\_\_