

United Lutheran FELLOWSHIP HALL Rental Agreement & Rules

1. Water games are not permitted inside the Fellowship Hall.
2. Make sure all food/ leftovers are removed from the refrigerators and freezers.
 3. If using cutting boards, make sure they are cleaned and left upright on the dishwasher counter to dry thoroughly. We will put them away.
 4. If unsure where utensils or any other equipment is stored, leave items in dish rack by the sink.
5. Paper cups, napkins, etc. Will be supplied by the user.
6. The floor must be swept clean, and all spills must be cleaned up.
7. No smoking or vaping is permitted inside the fellowship hall.
8. No alcoholic beverages are allowed.
9. All lights are to be turned off when leaving the facility.
10. No Thumb tacks, staples or tape are to be placed on the walls, woodwork, or tables.
11. Chairs and tables are to be returned to the positions they were found.
12. Return thermostat to 50 degrees upon leaving.
13. Check bathroom upon leaving to ensure they are left clean.
14. Provided trash can need to be lined with plastic bags provided in a drawer under the countertop and taken to the supplied dumpster at the end of the rental.
15. We have an **AED on location**. The AED is located using the exit marked AED at the top of the stairs.
16. Please have United Lutheran Church name on the check and which facility was rented.

If Kitchen appliances are in the rental agreement

1. Person renting the fellowship hall needs Instructions from a church member to use kitchen appliances.
2. No one under the age of 18 is allowed to operate the dish washer due to the extremely high-water temperature it requires to operate.
3. Make sure all ovens and stovetops are cleaned and turned off after use.
4. When finished using the dishwasher, make sure to lift the drain handle inside the washer is in the up position. The drain strainer needs to then be removed, emptied, and cleaned and make sure both switches are turned off.
5. Rental cost for the Fellowship Hall is \$300.00 per day with partial kitchen use or \$350.00 per day with full kitchen appliance use.

United Lutheran Fellowship Hall Rental Agreement

Liability Clause: User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employee, and representatives) from any and all liabilities for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premise, it's entrance and exits and surrounding areas, for the User's purpose, regardless of whether such injury or damage results from negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

The United Lutheran Fellowship Hall rental agreement is between the United Lutheran Church of Sunbury, 167 Seven Points Road, Sunbury, Pa. 17801 and _____ will take effect on _____ day of _____ for the amount of _____.

Signature of responsible person _____,

has received a copy of the rules for the United Lutheran Fellowship Hall rental.

Phone Number for Contact. _____