**Trinity United Methodist Church**

513 Washington St. Sebewaing, MI 48759

**Facilities Rental Contract**

 Church schedule permitting, rooms at Trinity United Methodist Church may be rented by various groups or people for events. Availability may be determined by calling the church office call (989-883-3350) during regular business hours, Tuesday through Friday, 8:00 am to 1:00 pm. (The building is locked during off hours, so you will have to call during office hours to let us know when to meet at the church to let you in.) The church has the right to refuse any applicant.

**Rental Charges per Room Member\* Non-Member**

(suggested donation)

Library $25.00 $50.00

Nursery $10.00 $15.00

Sanctuary $40.00 $75.00

Classroom $10.00 $25.00

Double Classroom (Alpha-Delta Room) $25.00 $50.00

Ministry Center only $75.00 $125.00

Ministry Center and Kitchen $100.00 $175.00

Custodian Fee (for cleaning): $ 50.00 per room (if room(s) is not left as found)

The rules for using these spaces are as follows:

* A church member/custodian will be present during your event to assist you with

building matters and guide you through the clean-up process.

* **NO** alcoholic beverages are permitted on church property.
* Smoking is **not permitted** in any area of the building.
* All liquids and ice should be disposed of before cups, plates, and bowls are placed in

trash containers.

* Trash must be put in the appropriate trash bags (30 gallon) **and** **removed from the**

**building** at the end of the event.

* All equipment (including tables and chairs) must be returned to its proper place.
* You will be billed for damaged or lost items/equipment.

DATE OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOURS OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF GUESTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT RECEIVED:\_\_\_\_\_\_\_\_\_\_ DATE PAID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TUMC 1/2019

\*A member is any person on the most recent active membership /constituent list from the Annual Conference of Trinity UMC, or any person who has joined the church, since the most recent Annual Conference.