

Yorkfield Presbyterian Church
Room Usage Agreement (non-wedding)
(effective 7/1/2013)

Rental Day/Date: _____ **Time:** _____

Contact Name: _____

Phone: _____ Email: _____

Organization Name (if applicable): _____

Address: _____

City, State, Zip: _____

Rooms Requested:

___ Fellowship Hall

___ Reid Hall

___ Sanctuary

___ Classrooms: _____

Services Needed:

Set up of tables & chairs –details to be provided no later than 1 week prior to event.

Use of sound system

Use of Video equipment

Use of kitchen for food preparation

Refrigerator/Freezer space

I understand that the space being use at Yorkfield Presbyterian Church is to be left in the same condition as when I arrived. Yorkfield Presbyterian Church will be held harmless for liabilities incurred to you or any guests attending your event while occupying our facilities.

Print Name: _____ Printed Name: _____

Signed: _____ Signed: _____

For Yorkfield Presbyterian Church

Yorkfield Presbyterian Church

Room Rental Rates (non-wedding)

(effective 7/1/2013)

<u>Room</u>	<u>Rental Fee Members/ Non-Profit</u>	<u>Rental Fee Non- Members*/ For Profit</u>	<u>Total Due</u>
Fellowship Hall (large carpeted room downstairs)			
1-4 hours	0	\$ 250.00	_____
Over 4 hours	0	\$ 300.00	_____
Reid Hall (room downstairs just outside kitchen)			
1-4 hours	0	\$ 200.00	_____
Over 4 hours	0	\$ 260.00	_____
Individual Classrooms (per room used)	0	\$ 90.00	_____
Lobby Area (use of coffee bar & setup)	0	\$ 150.00	_____
Sanctuary	0	\$ 200.00	_____
Set-Up (set up of tables and chairs)	\$ 120.00	Incl.	_____
		TOTAL COST:	_____
		DEPOSIT (Received _____):	(\$50.00)
		AMOUNT DUE DAY OF RENTAL:	_____

*Rental includes setup of tables and chairs.

All rentals assume you will leave the room in the condition it was when you arrived.

All garbage and recyclables will be placed in appropriate containers.

All table and countertops will be cleaned before you leave.

Furniture will be returned to original positions.

The above rates are for single day event, rates are available for multiple day events.

A deposit of \$ 50 is required to hold the space. The deposit is refundable if the event is cancelled no less than 30 days in advance.