



**Trilby United
Methodist Church**

**2020 RENTAL
AGREEMENT**

Pastor Mark Kuhlman
5918 Secor Rd.
Toledo, OH 43623
419.472.2103

www.trilbychurch.org

Office Hours: Tues-Thurs 10 am-2 pm

AGREEMENT FOR GROUPS USING SPACE/ROOMS AT TRILBY UNITED METHODIST CHURCH

DATE SUBMITTED: _____

GROUP NAME: _____

PHONE: _____ EMAIL: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

NUMBER OF PEOPLE IN GROUP: _____

NAME OF CHURCH CONTACT PERSON: _____

ARE YOU A MEMBER OF THE CHURCH? ____ YES ____ NO

DOES THIS GROUP HAVE ANY SPECIAL NEEDS? (Check all that apply)

- WHEELCHAIR ACCESS (use of Elevator)
- USE OF KITCHEN
- ROOM TEMPERATURE
- OTHER (PLEASE SPECIFY): _____

ROOM RENTAL AMOUNTS:

<u>ROOM/EVENTS</u>	<u>MEMBER</u>	<u>NON-MEMBER</u>
<u>SANCTUARY</u> FUNERAL OR WEDDING COMMUNITY EVENT	\$0.00 \$0.00	\$200.00 \$0.00
<u>FELLOWSHIP HALL</u> BABY/WEDDING SHOWER, BIRTHDAY, ANNIVERSARY, ETC.	\$0.00	\$100.00
<u>CLEANING FEE</u> (A CLEANING FEE IS CHARGED AT TIME OF RENTAL AND MAY BE REFUNDED IF HALL, ROOM, OR SANCTURY IS LEFT IN THE STATE IT WAS BEFORE THE EVENT)	\$0.00	\$25.00
<u>CLASSROOMS IN BASEMENT</u>	\$0.00	\$25.00

RENTAL FEE: \$ _____ CLEANING FEE (REFUNDABLE): \$ _____ TOTAL AMOUNT PAID: \$ _____	<input type="checkbox"/> CHECK <input type="checkbox"/> CASH	FEE WAIVED <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	---

I agree that the Church reserves the right to ask our group to reschedule around church events if they conflict with our groups chosen date and time. I also understand that the twenty-five dollar cleaning fee is refundable as long as our group cleans up the area we used and leaves it in the condition it was when we arrived.

**You may pick up your refundable cleaning fee the Tuesday after your event. The church office hours are: Tues-Thurs 10 am-2 pm*

SIGNATURE OF GROUP LEADER: _____