



Highwater Congregational

UNITED CHURCH OF CHRIST

1213 Dutch Lane Rd Newark OH 43055 740-745-1281

Facility Rental Agreement for Highwater UCC Members of the Church

Responsibilities of Members Using the Church Facility:

- Member sets up and tears down tables and chairs.
- Member reserving the facility must be present at all times during usage period.
- Member cleans up, including vacuuming areas used.
- All tables must be covered, using Member's table coverings. We offer 6' and 8' rectangular tables and 60" diameter circular tables
- There is no fee for member usage; you may choose to make a donation to cover costs associated with your usage of the facility.
- If member requires church staff to set up, tear down, and clean up, a \$100 fee will be charged.
- Member is expected to pay to remedy any damages incurred while using facility.
- This agreement must be completed and signed to reserve the facility.
- Sound System and Projection available upon request.

I understand and agree to the above terms

Print

Name: _____ Signature: _____

Date: _____

Phone: _____ Number of People Expected: _____

Event Date: _____ Hours: _____

Area of Facility Needed: _____

Event Purpose:
