



Rental Agreement for Zion United Church of Christ

Zion United Church of Christ
15 Koenig Circle
Tonawanda, NY 14150

Renter Information

Renter Name: _____

Renter Address: _____

Renter Email Address: _____ Renter Phone: _____

Church Member: Yes No

Event Information

Type of Event: Birthday Party Lunch/Dinner Fundraiser Other _____

Maximum number of Guests: _____

Date of Event: _____ Beginning Time of Event: _____ Ending Time of Event: _____

Rental was scheduled with: Pastor Marilyn Stewart Secretary

Fees

Members: There are no fees, however a donation of \$25 to pay for utilities is appreciated.

Non-Members: Please make a check payable to Zion UCC or pay online at www.zionuccton.com and select donate and choose "Give to Rentals". Kuck Hall Fee: \$100 Classroom Fee: \$50

Rental Agreement

1. Payment should be made by the conclusion of the event.
2. Cleaning:
 - a. Any tables used should be wiped clean. Check chairs to make sure they are clean.
 - b. If food was consumed or the floor was made messy in any way, sweep the floor.
 - i. The broom closet is in the main hallway next to the men's restroom.
 - c. Check the bathrooms to make sure they are as clean as they were prior to your event.
 - d. Remove any trash and replace trash bags. The garbage totes are in the entryway of Kuck Hall.
 - e. Wash any dishes used, put dishes away, clean any counters or cooking equipment/surfaces.
 - f. Make sure that any space you used is at least as clean as it was when you arrived.
 - g. Return everything to its proper location.
3. No alcohol or drugs allowed on church property.
4. Remember, this is a church, it is a sacred place for the community and all of its members. Please treat it as such.
5. Make sure all doors are locked (pull doors from the outside to double check) and lights are off.
6. Return key to the lock box or to church office (depending on the arrangement that was made with you prior to the event.) The lost key fee is \$20.
7. The renter is responsible for the destruction of any property or items by guests during the event. The renter will either replace or pay to replace any broken items.

By signing below you agree to follow and uphold the Rental Agreement.

Renter Signature: _____ Date: _____