**WOODSIDE UNITED METHODIST CHURCH**

**FACILITY RENTAL AGREEMENT**

The Board of Trustees of the Woodside United Methodist Church (hereinafter “Lessor” or “Woodside UMC”), by and through its undersigned agent, hereby agrees to rent the facilities of Woodside UMC (hereinafter the “Facilities) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter “Lessee”) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 and whose telephone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This lessee sponsor for this activity is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Lessee’s use of the Facilities shall be from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at

\_\_\_\_\_\_\_\_\_a.m./p.m. until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_\_\_a.m./p.m. If this is a recurring use, the Facilities shall be used at the following dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The specific room(s) leased is (are) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Lessee agrees and acknowledges that it is responsible for the conduct of itself, its guests, or any other person’s attending the event for which the facility is being used.
2. Lessee agrees to leave the Facilities in a clean and orderly condition. Dishes, utensils and tableware used must be washed in accordance with the labels on the sinks and all trash, rubbish and other materials brought onto the premises by Lessee and its guests are to be removed at the time and date aforesaid.
3. Lessee acknowledges that it shall be responsible for any and **all** damages that may occur to the Facility during Lessee’s use. Lessee shall be responsible and compensate Lessor for said damages regardless of whether the damages are caused by the Lessee, the guests, or others entering the affair for which the Facility is being used.
4. The use or possession of any illegal drugs, alcoholic beverages or gambling on the Woodside UMC property is prohibited. Smoking is not permitted in the Woodside UMC buildings. Violation of any part of this paragraph permits the Woodside UMC to immediately terminate this lease.
5. In the event of inclement weather, but not limited to rain, snow, and ice, on the aforementioned date, Lessee shall be responsible for making the Facility and its areas of entry, exit and parking safe for Lessee’s intended guests and invitees. In the event weather conditions warrant a cancellation of the event, Lessee shall be entitled to a refund of the rental fee, less any cost incurred by the Woodside UMC.
6. Lessee agrees to release Lessor, its agents and assigns, from any liability for damages that may occur to any of the Lessee’s property that may be brought upon the property of the Woodside UMC. Lessee shall, and hereby does, release the Lessor from any liability for personal injury that may occur to Lessees while on Lessor’s property.
7. Lesser shall not be liable for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by Lessee or by any person whosoever may at any time be using or occupying or visiting the leased premises or be in, on or about the same, whether such loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission or negligence of Lessee, or of any occupant, sub-lesser, visitor, or user of any portion of the premises, or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters of the things set forth above. Lessee shall indemnify and hold harmless Lessor from all claims, liability, loss or damage whatsoever on account of any such loss, injury, death or damage arising by reason of the negligence or misconduct of Lessor, its agents, or employees.
8. As used herein, unless the context clearly indicates the contrary, the singular number shall include the plural, and the use of any gender shall be applicable to all genders.

**IN WITNESS WHEREOF**, and intending to be legally bound, the parties set their hands and seals to this Lease on the \_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

 LESSOR: WOODSIDE UNITED METHODIST CHURCH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEAL)

Witness

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chairman

 Board of Trustees

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 LESSEE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

Witness

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Rental Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check List of Items Needed by Lessee**

**Please check all that you will need:**

**Kitchen**

Stove \_\_\_\_\_ Refrigerator \_\_\_\_\_ Freezer \_\_\_\_\_

Dishwasher\_\_\_\_\_ Dishes \_\_\_\_\_ Tableware \_\_\_\_\_

Utensils \_\_\_\_\_ Linens \_\_\_\_\_ (You are responsible to take home, wash them and return them to the Fellowship Hall Kitchen).

**Please check all that you will need:**

**Fellowship Hall**

Air Conditioning/Heat \_\_\_\_\_ Tables and Chairs \_\_\_\_\_ (How Many?) \_\_\_\_\_

DVD Player/TV Monitor \_\_\_\_\_

**Fellowship Hall and Kitchen Fees:**

Hall Rental $75.00 ($25 for Woodside UMC Members)

Kitchen Use $35.00

Clean Up $50.00 deposit – Returned if clean

DVD/TV $10.00

**All children must remain in the rooms rented and be under adult supervision at all times. They are not permitted to run through the premises.**