

Montezuma Hall Rental Agreement

Hall Guidelines:

1. Use of the Hall is for activities for church participants, church sponsored activities, and activities of the community as approved by the Hall Committee. The Hall can accommodate approximately 88 at tables or 186, if just chairs.
2. No smoking inside the Hall. No alcoholic beverages or illegal activities on the premises. No dancing or loud music. No personal yard sales.
3. All functions must be supervised by an adult.
4. Hours of the Hall are 7:00am – 11:00pm. All events, including clean-up, must be concluded by 11:00pm.
5. Reservations:
 - 1) Reserve the Hall well in advance through the church office (879-2246).
 - 2) The Hall is kept locked. Make arrangements with the church office for picking up and returning the key.
 - 3) Hall preparation times must be cleared with the church office in order to avoid conflicts with other Hall scheduled activities.
 - 4) Set Thermostats for heat and air as needed. Return the Thermostats to settings per instructions posted before leaving.
6. Hall Users are responsible for: (Cleaning supplies are in the Storage Room)
 - 1) Setting up tables and chairs and for returning rooms to proper order.
 - 2) Cleaning up the Hall and leaving it in same condition as you found it.
 - 3) Removing all leftover foods from ovens, refrigerators, and counters.
 - 4) Cleaning the stoves (including oven spills), refrigerators, sinks, and counters.
 - 5) Wet mopping all spills and tracks in kitchen, bathrooms, meeting room and hallway.
 - 6) Emptying all trash (including bathrooms) into trash bags and placing in the dumpster on premises.
 - 7) Making sure that no one removes any items from the Hall while you are using it, unless special arrangements have been made with the church office.
 - 8) Reporting any damages to building or equipment to the church office. Any damages will be charged to the persons or group using the facility.
7. If a renter does not abide by any of the above guidelines, including the cleaning requirements, they will not be permitted to rent the Hall again.

Rental Fee \$150.00 per day.

Signature of Renter: _____

Date Rented: _____

Phone # of Renter: (____) ____ - _____

Church Witness signature: _____