

Woodmar United Methodist Church
7320 Northcote, Hammond, IN 46324 219-844-3030 ext. 301

Rental Information (September 21, 2017)

All rental fees are due at the time you arrange for your rental. In addition to rental fees, a \$75 deposit is required. If you pay this by check, it will be deposited into the church's account, **not** held. The church will return your deposit by mailing you a check within a week after your event, unless there is damage caused by carelessness or these rules are not followed.

The time limit for your rental of six hours, from the time you walk in to begin setting up, to the time you leave.

The following are NOT permitted: alcohol, smoking, raffles, and gambling. You will not receive your deposit back if you or your guests disobey this rule. Smoking outside of the building is allowed.

We do not allow the use of any type of tape, tacks, pins, or nails inside or outside. You will not receive your deposit back if you or your guests disobey this rule. You may loosely tie balloons or signs to the railings outside or stick a sign in the ground.

The custodian's fee is included in your rent. He will set up and take down the tables and chairs, and mop the floor afterwards. You are expected to throw away your trash (wrapping paper, paper plates, etc.) and leave the kitchen as you found it.

Fog machines are not allowed because they can set off our smoke alarms. DJ's are allowed but the sound level must not disturb the neighbors or anyone in our church building.

If you decide to cancel your rental, you will receive a refund of your \$75 deposit if you give us at least 30 days' notice.

The church is not responsible for thefts or injuries. Take special care not to leave valuables in your car.

You are renting a specific room or area only and are expected to remain in that area.

The church provides the tables, chairs, 100 cup coffeepot, garbage bags, and toilet paper and paper towels in the washrooms. You will need to provide your own tablecloths, cups, napkins, plates, coffee, cream, sugar, etc.

You may use our refrigerator, stove, and ovens, but be sure to bring your own pans, and cooking and serving utensils. There is an extra \$50 charge if you cook a complete meal in the kitchen.

It is the responsibility of the person renting the room to make sure that all guests follow the above rules.

Our office hours are Tuesday-Thursday 8:30 AM to 1:30 PM, and Friday, 8:30 AM to 12:30. The church office is closed all day on Monday. You may call us during these hours with questions or to give us information about how many tables you need, etc.

Please call the church office (844-3030) during business hours for routine questions. **The emergency phone numbers below are to be used if you have a major problem during your rental. Fridays the office closes early at Noon, and during summer break is CLOSED. Any concerns after Friday you need to get ahold of the custodian.**

Custodian Rich Hubster: 219-315-2434

Signed _____

Date _____

I have read and agree to the above terms of this contract.