

Collbran Congregational Church, United Church of Christ
2003 High St.
P.O. Box 160
Collbran, Co 81624
970-487-3349

collbrancongregationalchurch.org

PARTY OR EVENT RENTAL AGREEMENT

This Agreement is between _____ (Tenant) and Collbran Congregational Church, United Church of Christ (Landlord).

Tenant is liable for payment of rent and performance of all other terms of this agreement.

Subject to the terms and conditions set forth in this Agreement, Landlord rents to the Tenant for celebratory, educational, or meeting purposes only, the premises located at 2003 High Street, Collbran, CO. This event is to take place (Date) ____/____/____ over the following times (**Hours**) ____:____ (AM) (PM) to ____:____ (AM) (PM).

Rental of the Premises includes ___ Kitchen, ___ Dining room ___ Meeting Room ___ Sanctuary.
Use of bathrooms included with rental.

Rental of the Premises excludes use of other rooms or floors not directly associated with Rental Agreement.

No alcohol is allowed on Church property or in Mother's Park. Smoking is not allowed in the Collbran Congregational Church building. Tenant, guests, or invitees will not use the Premises or adjacent areas in such a way as to violate any law or ordinance, including laws prohibiting the use, possession, or sale of illegal drugs, commit property damage, or cause a nuisance to annoy or disturb the peace of any other tenant or nearby resident.

In the event the Premises windows, equipment, appliances, etc. are partially or totally damaged or destroyed the following will apply; The Landlord (Collbran Congregational Church, United Church of Christ) will have the right to expect payment and extract full restitution for repairs, damages, and all financial costs to repair or replace equipment, windows, or appliances, etc.

Tenant must complete and return the attached Form for Building /Equipment Use.

Reservation and Rental fees and deposits are due with returned and signed reservation form.

As Tenant, I have read and agree to the above document.

Signature of Tenant _____ Date ____/____/____

Signature of Church Trustee _____ Date ____/____/____

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**COLLBRAN CONGREGATIONAL
UNITED CHURCH of CHRIST**

P. O. Box 160, Collbran, CO 81624

RENTAL FEES FOR BUILDING/EQUIPMENT

**NOTE: CHURCH BUILDING AND GROUNDS ARE TOBACCO, DRUG AND ALCOHOL
FREE.**

SANCTUARY:

Per Hour:

- Custodian Fee (prior to event) \$50.00
- Active Member/Congregant \$ -0-
- Inactive Member/Non Member \$ 10.00 Add'l hours at \$ 5.00/hr
- Non-profit \$ 10.00 Add'l hours at \$ 5.00/hr
- For profit \$ 25.00 Add'l hours at \$15.00/hr
- Custodian Fee Additional Custodian Fee at \$50.00/hr. (applies if additional cleaning is **required** after your event.)

WEDDING: (Includes Sanctuary, Overflow Room, 2 Classrooms (dressing rooms)

Charge Per Hour: (Decorating, Ceremony, Clean-up)

- Custodian Fee (Prior to event) \$75.00
- Active Member/Congregant \$ -0-
- Inactive Member/Non Member \$ 50.00 per hour
Max \$ 600.00 in same day.
- Custodian Fee (per hour) \$ 75.00. (applies if additional cleaning is **required** after your event.)

FUNERAL:

\$ -0- (Donations welcome!)

MEETING ROOM (Upper Level – Per Hour)

- Custodian Fee (prior to event) \$25.00
- Active Member/Congregant \$ -0-
- Inactive Member/Non Member \$ 10.00 Add'l hours at \$ 5.00/hr
- Non-profit \$ 10.00 Add'l hours at \$ 5.00/hr
- For profit \$ 25.00 Add'l hours at \$5.00/hr
- Custodian Fee (per hour) \$ 25.00 (applies if additional cleaning is **required** after your event.)

GYMNASIUM

Currently leased and not available for rent

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DINING ROOM

- Custodian Fee (prior to event) \$50.00
- Active Member/Congregant \$ -0-
- Inactive Member/Non Member \$ 10.00 Add'l hours at \$10.00/hr
- Non-profit \$ 10.00 Add'l hours at \$ 10.00/hr
- For profit \$ 25.00 Add'l hours at \$ 20.00/hr
- Custodian Fee (per hour) \$ 50.00. (applies if additional cleaning is **required** after your event.)

KITCHEN

- Custodian Fee (prior to event) \$50.00
- Active Member/Congregant \$ -0-
- Inactive Member/Non Member \$ 15.00 Add'l hours at \$10.00/hr
- Non-profit \$ 15.00 Add'l hours at \$ 10.00/hr
- For profit \$ 30.00 Add'l hours at \$ 20.00/hr
- Custodian Fee (per hour) \$ 50.00. (applies if additional cleaning is **required** after your event.)

CHAIR RENTAL You pick up, clean and deliver back to church

- (Out of building) \$ 1.00 per chair per day. (**Pick-up, Use, and Return**)
- Custodial Fee (per hour) **\$25.00 (applies for chairs needing cleaned on return.)**

Please clean chairs before returning them. Place clean folded chairs on storage rack and return to storage area.

TABLE RENTAL You pick up, clean and deliver back to church

- (Out of building) \$ 5.00 per table per day (**Pick-up, Use, and Return**)
- Custodial Fee (per hour) **\$ 25.00 (applies for tables needing cleaned on return.)**

Please clean tables before returning them. Place clean and folded tables on storage rack and return to storage area.

NAME _____

DATE _____

Custodial Fee and Rental fees (by approved check or cash) are due with reservation.

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COLLBRAN CONGREGATIONAL UNITED CHURCH of CHRIST RENTAL AGREEMENT

For the use of _____ on _____ from _____ to _____.
(Please fill in the space or equipment to be used) (Date) (Time) (Time)

Please find enclosed, \$ _____
(Fees may be subject to additional Cleaning Fee)

Please Sign and Print Name

Date

COLLBRAN CONGREGATIONAL UNITED CHURCH OF CHRIST RULES FOR BUILDING/EQUIPMENT RENTAL/USE

1. Please **call if your plans have changed** about building/rental use or if you encounter problems:
 - a. Sue Bellotti (970) 487-3474
 - b. Julia Cox (970) 487-3750
 - c. Cindy Price (970) 487-3264
2. PLEASE LEAVE THE FACILITY IN BETTER CONDITION THAN YOU FOUND IT.
3. Please **TAKE OUT YOUR TRASH.**
4. Please sweep, vacuum or mop the floors when finished as needed.
5. Please clean tables, counters and chairs when finished.
6. Please fold tables and chairs and return to storage racks. LIFT them to move them. Do not drag them across the floor. (Get some help to move them)
7. Turn off lights.
8. Please **Lock the doors** when you leave.