

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

[collbrancongregationalchurch.org](http://collbrancongregationalchurch.org)  
**PARTY OR EVENT RENTAL AGREEMENT**

This Agreement is between \_\_\_\_\_ (Renter) and Collbran Congregational Church, United Church of Christ (Landlord).

Renter 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 Renter 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. Renter, 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 any nuisance or annoy any person attending or disturb the peace of nearby residents.

In the event the premises windows, equipment, appliances, etc. are partially 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.

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

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

Please return all forms to Collbran Congregational Church, UCC, P.O. Box 160, Collbran, CO 81624. Your event will not be scheduled until **signed forms and payments are received.**

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 CHURCH

P. O. Box 160  
Collbran, CO 81624

## RENTAL FEES FOR BUILDING/EQUIPMENT

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

**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 SERVICE IN SANCTUARY**  
**LUNCHEON IN DININGROOM**

\$ -0- (Donations welcome!)  
\$-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 \$ 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) \$ 25.00 (applies if additional cleaning is required after your event.)

**GYMNASIUM**  
**DINING ROOM**

**Currently leased and not available for rent**

- 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.)

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**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)  
Please clean chairs before returning them. Place clean folded chairs on storage rack and return to storage area.
- Custodial Fee (per hour) **\$25.00 (applies for chairs needing cleaned on return.)**

**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)  
Please clean tables before returning them. Place clean and folded tables on storage rack and return to storage area.
- Custodial Fee (per hour) **\$ 25.00 (applies for tables needing cleaned on return.)**

**CUSTODIAL AND RENTAL FEES ARE DUE WITH RESERVATION. Please include with forms**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

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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

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

### 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:
2. **TRUSTEES**
  - a. Sue Bellotti (970) 208-3902
  - b. Julia Cox (970) 487-3750
  - c. Tilda Evans (970) 683-8879
3. Please **TAKE YOUR TRASH WITH YOU!**
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** at the ramp entrance from the park and at the foot of the stairs near the bathrooms when you leave.
9. If there are any problems please contact one of the Trustees immediately.