

Two Ridges Presbyterian Church

Fellowship Hall Agreement

MEMBER

Fellowship Hall with or without use of kitchen
\$20 custodial fee per trip to open/close

NONMEMBER

Fellowship Hall with use of kitchen
\$175 plus a \$20 custodial fee per trip to open/close

Fellowship Hall without use of kitchen
\$125 plus a \$20 custodial fee per trip to open/close

**CLEANUP IS YOUR RESPONSIBILITY. IF AN AREA IS LEFT DIRTY, A FEE WILL BE CHARGED. DONATIONS TO COVER THE COST OF UTILITIES ARE APPRECIATED.*

WEDDING & RECEPTION FEES

**ALL WEDDINGS MUST HAVE PRIOR APPROVAL OF SESSION BEFORE FACILITY CAN BE RENTED.*

**FEE FOR ORGANIST WILL BE SET BY THE ORGANIST AND PAID DIRECTLY TO THE ORGANIST.*

Sanctuary
Nonmembers \$275

Fellowship Hall with use of kitchen
Nonmembers \$175

Fellowship Hall without use of kitchen
Nonmembers \$225

Sexton Fee for wedding only
Members & Nonmembers \$75

Sexton Fee for wedding and reception
Members & Nonmembers \$150

Regular Meetings & Activities - Sanctuary
Fee set by Session

**ANY EXCEPTION TO THE RULES AND FEES WILL BE AT THE DISCRETION OF SESSION.*

**SOME EXCEPTIONS MAY APPLY.*

**1085 Canton Road
Wintersville, Ohio 43953
740-264-3443
1085tworidges@gmail.com**



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I have reviewed and agree to the rules and fees for church facilities use as listed. I would like to use the church facilities on the following date. I agree to pay all fees as charged. A refundable \$100 deposit is due with completion of the contract. The remainder of the fee is due by the day of the event. If you would like to pay with a credit card, please go to tworidges.breezechms.com.

FUNCTION: _____

DATE: _____

TIME: _____

FACILITY REQUESTED:

WEDDINGS ONLY:

Hall Only

Hall Only

Hall & Kitchen

Hall & Kitchen

Member

Sanctuary

Nonmember

SIGNATURE: _____

DATE: _____

*CHURCH MEMBER TO BE PRESENT AS A
REPRESENTATIVE OF TWO RIDGES:*

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CHURCH OFFICE USE ONLY:

Total Charge:

Deposit:

Date Paid:

Paid in Full:

Date:

*Updated April 2022

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RULES FOR THE USE OF CHURCH FACILITIES

1. All requests for use of the church facilities must be approved by Session. Any person wishing information about the use of the Fellowship Hall may contact the Church Office.
2. A calendar of church activities and a schedule of church activities is to be maintained in the church office.
3. A schedule of fees for use of the church facilities has been established by Session and is available in the church office.
4. Any temporary decoration(s) must not be attached to the walls or ceilings in such a way as to leave marks, smudges, or holes.
5. Any proposed furnishings or equipment to be placed in the church building must be approved by Session.
6. Anyone using the church facilities must leave the areas clean. Please do not leave dirty towels or dishes. Make arrangements for the immediate disposal of all trash, waste paper, and garbage. Cleanup is the responsibility of the renters. If any area is left dirty, a fee will be charged.
7. Any time a non church group uses the facilities, a church member must be present.
8. We do not permit smoking, alcoholic beverages, or drugs.
9. Any long distance telephone numbers will be charged to the group using the building at the time the call was made.
10. Any property damage will be paid for by the group.
11. The thermostat is to be turned down to 66 degrees, lights out, and all windows and doors closed and locked securely before leaving. *Church member present will assure that this is done.*
12. If you reserve the Fellowship Hall on a Sunday, you will not be allowed in until 11:00am as to not disturb church service.
13. Back to back events (ex. Event Friday night and Saturday morning) will have time limits as to when you can set up or take down as to not disturb one another's event. These times will be approved by Session.
14. We want our church to be put to the best possible use. This is for the good of our church members and as a service to our community.