

Hibben United Methodist Church
 690 Coleman Boulevard
 Mt. Pleasant, SC 29464
 Telephone 843-884-9761 FAX 843-884-2091

**APPLICATION AND FEE SCHEDULE FOR THE USE OF THE
 CHRISTIAN LIFE and LEARNING CENTER**

NAME _____

ADDRESS _____

PHONE NUMBER (HOME) _____ WORK _____

DATE REQUESTED _____ PURPOSE _____

HOURS NEEDED _____

AREA REQUESTED	MEMBER	NON MEMBER	NON-PROFIT ORG
_____ Simmons-Colwell Hall (Includes use of *PA Sound System)	\$200	\$900	\$300
_____ Janitorial Fee	\$100	\$100	\$100
_____ Kitchen (if cooking is done)	\$150	\$150	\$150
_____ Kitchen (if no cooking is done)	\$100	\$100	\$100
_____ Stage Sound System (with operator)	\$50 per hour	\$50 per hour	\$50 per hour
_____ Meeting Room (room 120)	\$125	\$125	\$125
_____ Large Classroom (room 103)	\$100	\$100	\$100
_____ Classroom (room 104)	\$75	\$75	\$75
_____ Number of chairs	\$.50 per chair	\$.50 per chair	\$.50 per chair
_____ Number of tables	\$2.50 per table	\$2.50 per table	\$2.50 per table

*PA - Public Address - includes 1 microphone with stand.

Hibben United Methodist Church and the renting party agree to the following terms:

- Noise must be kept to a minimum.
- There must be full compliance with General Rules of Hibben United Methodist Church, Town ordinances, state laws, and other applicable regulations.
- No more than 1260 people are allowed in the Christian Life and Learning Center for any one event and any one time.
- If the fire alarm is pulled under any circumstances other than a real emergency, the renting party will be liable for any penalties or fees levied by the Town for the occurrence.
- A limited amount of tables and chairs may be provided if needed.
- No tables or chairs are allowed outside of the building. All activities of the event will be held inside the building with the exception of any off-loading of equipment and supplies.

JANITORIAL FEE \$ 100.00

6. A \$200.00 deposit shall be required at the time of reservation for Simmons-Colwell Hall. A \$50.00 Deposit will be required for other rooms. **The total rental fee shall be paid no later than two (2) weeks prior to the rental date.** All checks should be made payable to Hibben United Methodist Church. A cancellation made thirty (30) days or more prior to the scheduled event will result in a full refund of the deposit. A cancellation made less than thirty (30) days of the event will result in full forfeiture of the deposit. However, if the hall is ultimately rented after a non-refundable cancellation, Hibben United Methodist Church will refund the deposit within ten (10) working days.
7. No tables or chairs are allowed outside of the building. All activities of the event will be held inside the building with the exception of any off-loading of equipment and supplies.
8. The designated church staff member will approve decorations and methods of posting prior to the event. Staples, tacks, nails or anything that punctures will not be used inside or outside the building.
9. Caterers, florists, musicians, decorators or anyone else in the employ of the renting party shall fully comply with the terms of this agreement and will be appropriately insured with liability insurance.
10. Equipment, supplies, and kitchen appliances will be cleaned and maintained as event progresses.
11. All food, beverage supplies, and service hardware will be removed after the event.
12. All appliances used will be cleaned after the event.
13. Garbage and trash will be bagged and placed in the dumpster after the event.
14. All rentals end at 11:00 P.M. Monday through Saturday nights and end at 10:00 P.M. on Sunday night.
15. The renting party assumes responsibility for any and all damages and any necessary excessive clean up.
16. A damage deposit of \$150.00 will be required to be paid in addition to the full rental fee for Simmons-Colwell Hall. A \$25.00 damage deposit will be required for the other areas in the Christian Life and Learning Center. Said deposit will be returned upon full compliance with the terms stated herein within ten (10) business days after the event. Upon completion of the rental herein, the renting party shall deliver the premises to the church in as good as condition at the beginning of the rental, except for ordinary wear and tear. The church reserves the right to withhold any and all funds from the damage deposit based on an assessment for repairs that includes labor and materials.
17. The church reserves the right to deny the use of the Christian Life and Learning Center.
18. All proposed uses by members and non-members shall be in keeping the overall objectives of the church to glorify God and to minister to the members and the community at large.
19. A separate list of rules for the use of the kitchen will be provided renter if the kitchen is used.
20. A parking attendant, provided by your group, will be required at all functions.

Signature and Date

Agent for the Church

Address

Received By

Telephone Number

Reservation Deposit (Amount and Date)