

# Rental Agreement for the Use of the Bethel Rural Community Organization Fellowship Hall

Organization & Person's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # & Email \_\_\_\_\_

Date & Time of Use \_\_\_\_\_

I understand and agree to the terms listed below: \_\_\_\_\_  
Signature Date

**Rental Fee for Non-BRCO Member:** \$100 for a party or group gathering (full day usage) \$50 for a basic meeting  
**Rental Fee for an event that a BRCO Member requests:** \$50 for a party or group gathering (full day usage)  
\$25 for a basic meeting not associated with BRCO (No charge when Fellowship Hall is used for BRCO-related meetings)

Mail check with this form to BRCO, PO Box 1333, Waynesville, NC 28786 two weeks prior to event.

**Liability resides with the Renter. Appropriate behavior of the guests is the responsibility of the Renter. Renter is responsible for any damage to the facility.**

## Reasonable things expected of you:

- No smoking or tobacco use
- No alcohol or illegal drugs
- No violence nor physical abuse
- No animals
- No tape or nails on the walls, fans, ceiling, or anywhere
- No confetti, glitter or similar matter that is difficult to clean up
- No candles unless battery operated (exception: small candles on birthday cakes are allowed)
- Don't use kitchen for cooking
- Don't enter Classroom, Sanctuary, or Pastor's study
- Use your own utensils, plates, cups, napkins, etc.
- Return tables and chairs to three lines
- Bring your own cleaner and paper towels
- Be responsible for any damage
- Do not leave leftovers
- Clean up before you leave (Additional charge if you don't)
- Sweep. If necessary, mop
- Take kitchen, Fellowship Hall, and bathroom trash with you. Replace liner bags.
- Turn lights out and lock up when you leave

## Reasonable things you may do:

- Rearrange the tables and chairs to accommodate your event
- Use stove to keep food warm and use the refrigerator to keep food cool
- Use kitchen to prepare food for serving and use counter for serving food (use pads for hot food)
- Use our coffee maker (clean it after)
- If you forgot a utensil, use ours, but wash and return it.
- You may adjust the thermostat - read instructions posted nearby.
- Display during the event, signs, balloons, and/or flags denoting Anniversary, Birthday, Graduation, or similar personal events. No other media types may be displayed without Lessor's prior consent.

**If you will be serving food, remember to bring "Take Home" containers, baggies, and plastic wrap.**

**BROOM, MOP, AND CLEANING SUPPLIES ARE IN THE HALL CLOSET (FIRST DOOR ON LEFT). PLEASE USE AFTER YOUR EVENT.** Church services will be held Sunday morning. Please leave the Fellowship Hall, kitchen, and restrooms neat and clean.

**Consider the proximity to the school and observe appropriate regulations. No alcohol on the grounds or in the facility.**

**The volunteer members of Bethel Rural Community Organization are happy to retain and maintain this facility for the use of the members of the community. We hope that you will enjoy and respect the facility and use it often.**