



United Moravian Church

P.O. Box 90
200 East 127th Street
New York, N.Y. 10035

Office: 212-722-2109; Fax: 212-987-2818
Rev. Nigel Powell – Pastor | Ms. Zenna Reid – Chair Board of Trustees
Mr. Hugh Abel – Vice-Chairman of the Board of Elders

**REQUEST FORM FOR FUNCTIONS
TO BE HELD IN THE NAME
OF OR AT THE CHURCH**

NAME OF ORGANIZATION: _____

EVENT TO BE HELD: _____

DATE OF PROPOSED EVENT: _____

TIME OF PROPOSED EVENT: _____ pm OR _____ am

PURPOSE OF THE EVENT: _____

PLACE OF EVENT: _____

If it is a fundraiser for a specific purpose, please state purpose:

Submitted by:

SIGN NAME

PRINT NAME

Organization Name

In essentials - Unity; In non-essentials - Liberty; In all things - Love



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REQUEST FOR USE OF SPACE

Please complete the form below in order to reserve the use of space at United Moravian Church. Once completed, please submit to the Front Office with your deposit.

Organization _____

Contact Person _____

Title _____

Address _____

City, State & Zip _____

Telephone _____

Date of Request _____

Signature _____

Room(s) Requested

- Social Hall Classroom 1 Classroom 2 Classroom 3
- Sanctuary Meeting Room 1 Meeting Room 2
- Outside Yard Use of Kitchen Other

Comments: _____

“In essentials – UNITY; In non-essentials – LIBERTY; In all things – LOVE”



UNITED MORAVIAN CHURCH

GUIDELINES FOR USE OF SOCIAL HALL AND CLASSROOMS

The Social Hall and Classrooms of United Moravian Church are available for rental by Church Organizations and other groups of United Moravian Church and other sister Churches, individual church members and also Youth Groups of United Moravian and sister Churches with adult supervision, who are responsible for the entire activity (ies). All groups must make reservations for the rooms by signing a contract in triplicate – one copy for the Church Office, one copy for the committee for the use of Social Halls and a third copy for the group.

Ordinarily, reservations should be made at the time the Church calendar is planned (usually in July), but consideration will be made after that on the basis of availability. No reservations can be made on the custodian's off days unless remuneration is made for his time. Because of the protective security system on the premises, keys will not be given to anyone.

A security deposit will be made at the time of signing the agreement. The charge should not apply if the activity is a fund raising project for the Church, or if it is a non-fund raising Church related activity. Individual Church members using the premises for personal activities would apply as stipulated in paragraph two above and also subject to the security deposit and the 25% payment of the total charge.

Permission will be denied any group who cannot comply with specifications and rules set forth. If the rules and regulations are not followed, participants will be asked to leave and/or fined according to the judgment of the committee.

SPECIFICATIONS

1. The Social Hall and Classrooms can be rented for group meetings, luncheons, or other activities where alcoholic beverages are not served.
2. The charge for a classroom will be \$50.00 per hour for the first four (4) hours and \$30.00 per hour for each hour thereafter. The charge for the social hall will be \$500.00 for up to four (4) hours and \$100.00 per hour for each hour thereafter. (Prices are subject to change without notice.)
3. According to the Commissioner of the Department of Buildings of the City of New York, the number of persons occupying the social hall at one time may not exceed.....
4. Neither smoking nor consumption of alcoholic beverages will be allowed in the building. Nothing may be posted or tacked to the walls or ceilings.
5. All persons using the building must leave the room(s) or social hall, including the rest rooms, in the same condition in which each was given at the time of rental. This refers to furniture and equipment. Garbage must be placed neatly in the containers provided for the same.



UNITED MORAVIAN CHURCH

6. The security fee is \$200.00 for the social hall and \$30.00 for a classroom. This fee will be refunded after the rooms; furniture and equipment are inspected and found satisfactory. Refund will be made within 7 days if no damages have been sustained.
7. Persons who rent a room or the social hall will be responsible for the defraying of expenses which might occur as a result of damages during the use of the same.
8. Damages must be reported to the committee within twenty-four hours after they occur.
9. Any group or organization which rents the social hall for any activity must make sure that EXIT doors which lead to the main floor are manned during the entire time that the area is in use. (Reason: There are no locks on the doors except in the Nave and the Administrative Offices.)
10. All activities or meetings must cease by 12 midnight. Extended time may be granted at the discretion of the committee. Saturday night activities must end and the building evacuation completed by 12 midnight with no exceptions.
11. All persons requesting permission to use the building must first contact the church office between 9:30am and 4:30pm Monday thru Friday. The church office in turn will inform the committee. The committee will make the necessary investigation and obtain final approval from the Elders.
12. The committee will be responsible for receiving fees and making the return of the security deposit.
13. Cancellations should be made at least five (5) days prior to the date of use in order to protect your deposit.
14. The time allotment includes a two (2) hour preparation time prior to the start of the event.
15. All charges are subject to change without notice.



UNITED MORAVIAN CHURCH

RENTAL AGREEMENT

Please read the guidelines carefully before signing this agreement.

I, THE UNDERSIGNED, BEING OF LEGAL AGE, AGREE TO THE FOLLOWING CONDITIONS FOR THE USE OF THE UNITED MORAVIAN CHURCH SOCIAL HALL, MEETING ROOMS, KITCHEN, AND REST ROOM FACILITIES:

1. Make a security deposit of \$200.00 for the Social Hall, or \$30.00 for each Classroom/Meeting Room.
2. To forfeit my security deposit if I cancel use of the rental space less than five (5) days prior to the date of use.
3. To pay one quarter of the total rental cost plus the security deposit upon signing of the rental agreement.
4. To pay the balance no later than the date of the activity.
5. To pay \$100.00 extra per hour for Social Hall and \$30.00 extra per hour for Meeting Rooms for every hour beyond the agreed limit of time.
6. To leave premises in original condition, acceptable to the committee.
7. The security deposit will be returned within seven (7) days, if the facilities have sustained no damage.
8. A two (2) hour preparation time will be permitted prior to the event.
9. To pay for damages sustained, or forfeit security deposit for abuse of rules.
10. To pay for custodian fees where applicable.

Date of Event _____
Beginning at _____
Ending at _____
Room(s) Rented _____
Rental Rate _____
Deposit _____
Balance _____
Print Name & Sign _____
UMC Rep. _____

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