

Rental Agreement for Cedric Luce Fellowship Hall

Old Steeple Community Church

P.O. Box 154 • Aquebogue, NY 11931

631-722-3070

oldsteeplecc@gmail.com

oldsteeplecommunitychurch.org

Name of Individual/Organization: _____

Address: _____

Sponsor (if not a church member) _____

Contact Person _____ Phone Number _____

Email Address _____

Purpose/Occasion of Rental _____

Date of Rental _____ Todays Date _____

Rental Time from _____ to _____ (4 hours maximum)

Approximate Attendance _____ Will the kitchen be used? (Yes or No) _____

The Fees for Use of Cedric Luce Fellowship Hall are as follow:

Church Members \$75.00

Charitable Organization \$150.00

Outside Organization \$200.00 (4 hours) Extra Hours \$50 each

Kitchen Usage (non-member) \$75.00

Please sign below and return this application to the church office at the address above.

Signature of Applicant _____ Date _____

Approved by _____ Date _____

There is a \$10 deposit for a key to Luce Hall. This deposit will be refunded upon return of the key. Please contact the church office two weeks before the event to arrange for a key.



Old Steeple Community Church

United Church of Christ

Gathered 1750 • Incorp. 1758

Rev. Dr. Anton DeWet

POB 154 / 656 Main Road
Aquebogue, NY 11931

Church: 631-722-3070
Rev. DeWet: 631-779-2670

oldsteeplecommunitychurch.org

Check List for the Use of Cedric Luce Fellowship

We are here to support the community and are glad that you or your group can make use of our building and grounds. For the safety and well-being of everyone, we need your absolute cooperation in the careful use of our church facilities.

- ✓ Respect all property – any damage must be reported to a trustee and compensated.
- ✓ If it is necessary for you to move the tables and chairs please be sure to return them to their original locations.
- ✓ No other non-church groups or children are allowed in the nursery school area. There is no smoking inside the building. All cigarette butts must be placed in the designated outdoor containers only, not on the sidewalks or parking lot! Please do not extinguish your cigarette on the side of the building!
- ✓ No alcoholic beverages may be served.
- ✓ You are responsible for your own kitchen help and your own clean-up. If additional cleaning is required, you will be charged accordingly.
- ✓ If you will be using the kitchen, be sure to turn off all stove and oven burners. (Gas leaks are especially dangerous.)
- ✓ Clean up and make sure that the trash has been put in the dumpster and you have taken all that you have brought with you.
- ✓ Before leaving, clean up the rest rooms and please be sure that the toilets are flushed.
- ✓ Turn off all lights when you are leaving.
- ✓ Make sure that the doors are locked.

Thank you for your cooperation!

Please fill out the bottom of this form and return with your rental form.



I have read and agree to comply with the **Check List for the Use of Cedric Luce Fellowship Hall.**

Name (please print): _____

Signature: _____

Date: _____ Rental Date: _____