

USAGE AGREEMENT FORM

This agreement is to confirm and clarify the arrangement made with Trinity United Methodist Church of Ralston, Nebraska

by _____ of _____

_____ will take place on the ____ day of _____, 20__ from _____ until _____.

A deposit of \$ _____ has been received on _____ 20__.

I hereby agree to pay the remaining sum of \$ _____ as a fee for use of said facilities at least one (1) week prior to the event.

____ I am paying for a custodian to return the area to its original condition.

____ I will be responsible for returning the facilities to its original condition. All cleaning supplies, mops, brooms, etc. will be supplied by Trinity United Methodist Church. If it becomes necessary for extra custodial care to clean the facility for the next scheduled event, all expenses incurred for this service will be passed on to the responsible individual or group.

United Methodist Women are serving this event: _____ yes _____ no

No tobacco, alcohol, drugs, or controlled substances are allowed on the premises.

Our staff shall secure the building at _____.

Trinity Staff

Renting Agent

RENTAL FEES

Room Only \$ _____

UMW Serving \$ _____

Room w/full Kitchen \$ _____

UMW Equipment only \$ _____

Beverage use only \$ _____

Media Equipment \$ _____

Sound System \$ _____

TOTAL to UMW \$ _____

Dishwasher \$ _____

TOTAL to TRINITY \$ _____

Set-up fee \$ _____

Clean-up fee \$ _____

Other: \$ _____