



Open Hearts • Open Minds • Open Doors

# Newtown United Methodist Church

92 Church Hill Road • Sandy Hook, CT 06482

Ph: 203-426-9998 [churchoffice@newtown-umc.org](mailto:churchoffice@newtown-umc.org)

## FACILITY RENTAL INFORMATION AND AGREEMENT

Thank you for contacting Newtown United Methodist Church about rental opportunities! Please completely fill in your contact information, the date/time/room, and other pertinent information about the desired rental. You will be contacted after the application has been received to discuss and finalize details.

May 2022

# Newtown United Methodist Church (NUMC)

## RENTAL INFORMATION AND AGREEMENT

**We are called to be a welcoming community of loving servants of Jesus Christ.**

In support of Newtown United Methodist Church's mission of community outreach, our facilities are available for use when not needed for Newtown United Methodist Church (NUMC) functions. NUMC is not in the rental business and therefore reserves the right to deny use by individuals or organizations when their purpose conflicts with NUMC's religious beliefs or when it would jeopardize the tax-exempt status of NUMC from the Town of Newtown.

### Rental Rates, Sizes and Features

Rental rates for Non-Profits and Service Organizations are available upon request and, depending on a number of factors, will range from no charge; a request for donation; a negotiated rental amount; or adherence to the fees listed in the table below for "All Others".

Single-day rental rates for everyone, including NUMC members will be as noted in the table below. Rentals of more than a single day will be a negotiated amount.

**Note: organizations with NUMC members belonging to their membership do not qualify as a NUMC member rental.** NUMC members can submit a rental application on behalf of their organization, but the organization's authorized representative must sign the application and be the responsible party.

| Room                     | Capacity                                                         | Church Members |          | All Others |          |
|--------------------------|------------------------------------------------------------------|----------------|----------|------------|----------|
|                          |                                                                  | 1/2 Day        | Full Day | 1/2 Day    | Full Day |
| Betts Conference Room    | 20 on couches/chairs                                             | Donation       | Donation | \$50       | \$75     |
| Rauner Hall <sup>2</sup> | 135 w/ tables & chairs <sup>1</sup> 290 chairs only <sup>1</sup> | \$100          | \$150    | \$200      | \$300    |
| Kitchen <sup>3</sup>     | N/A                                                              | \$50           | \$100    | \$100      | \$100    |
| Sanctuary <sup>2</sup>   | 204                                                              | \$100          | \$150    | \$200      | \$300    |

- ½ day includes set-up & clean-up time. Rentals beginning after 6:00 PM are considered ½ day.
  - Use of the kitchen may require a health department permit. Renter is responsible for obtaining from the Newtown Health Department.
  - Wi-Fi is available. Check with office for password.
- (1) NUMC has 22 rectangular tables and 180 chairs available for use.
- (2) Air Conditioning in Rauner Hall.
- (3) Commercial grade kitchen with refrigerator, a gas range with 6 burners, a griddle and 2 ovens.

**ALL WEDDINGS AND FUNERALS MUST BE SCHEDULED INITIALLY WITH PASTOR**

### WEDDING CHARGES

|                                                                                  | Church Members | All Others   |
|----------------------------------------------------------------------------------|----------------|--------------|
| Cleaning deposit ( <i>refunded if the building is left clean and undamaged</i> ) | <b>\$150</b>   | <b>\$150</b> |

|                                                                                                                                                                                                                                                |                               |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------|
| Sanctuary ( <i>half due when reservation is made, must be paid in full one week prior to wedding</i> )                                                                                                                                         | <b>\$0</b>                    | <b>\$450</b>  |
| Pastor                                                                                                                                                                                                                                         | <b>Honorarium or Donation</b> | <b>\$300</b>  |
| Organist ( <i>paid to organist at rehearsal</i> )<br>This fee applies even on the occasion the NUMC organist has not been selected to play at the wedding. <b>Usage of the piano and/or organ by a non-NUMC organist must be pre-approved.</b> | <b>\$175</b>                  | <b>\$175</b>  |
| Deposit refunded after inspection by NUMC.                                                                                                                                                                                                     | <b>-\$150</b>                 | <b>-\$150</b> |
| Total (prior to refund)                                                                                                                                                                                                                        | \$325+Donation                | \$1,075       |
| <b>TOTAL</b> (after refund)                                                                                                                                                                                                                    | <b>\$175 +Donation</b>        | <b>\$925</b>  |

#### **FUNERAL and MEMORIAL COSTS**

|                                                                                |              |                 |
|--------------------------------------------------------------------------------|--------------|-----------------|
| Sanctuary                                                                      | <b>\$0</b>   | <b>Donation</b> |
| Rauner Hall                                                                    | <b>\$0</b>   | <b>\$300</b>    |
| Organist                                                                       | <b>\$175</b> | <b>\$175</b>    |
| <b>Note: Pastor honorarium/donation set by Funeral Director and/or Pastor.</b> |              |                 |

### **Deposits**

Deposit checks may be required in the amount of ½ of the rental fee and a \$150 cleaning deposit. All equipment used must be left in the condition it was found. This includes cleaning all floors, counters, tabletops, ovens, stoves, refrigerator and sink. We will refund your cleaning deposit after the event, subject to a satisfactory inspection of the event space. The refund will be mailed.

### **Rental Rate Reduction**

NUMC will try to accommodate individuals and groups that enhance the lives and needs of the community. Rental reduction will be considered upon review of a written request that explains the reason a reduction is being sought. Submit your request for a reduction to the church office email at [churchoffice@newtown-umc.org](mailto:churchoffice@newtown-umc.org) with "Attn: Rentals" in the subject line. Please be aware it may take up to a week for the request to be reviewed and a decision made.

### **Security**

NUMC reserves the right to ask renters to provide police protection during their event.

### **Cancellations**

No charge will be assessed for cancellations unless NUMC determines there are special circumstances.

#### **RENTAL INFORMATION AND AGREEMENT**

The building and land belonging to the Newtown United Methodist Church, along with all equipment owned by it, represent a considerable investment of labor, time, and money by past and present NUMC members. The local community is welcome to use and enjoy the NUMC building and properties, however it is expected that proper and safe behavior, decorum, and respect for the NUMC building, and property be maintained at all times.

Most of the rooms within NUMC and its surrounding property are available for rental by members of the congregation, individuals, and organizations. All usage of the building is subject to the provisions of this agreement.

### **Obligations for Renters:**

- Renters will comply with all requirements in this “Facility Rental Information and Agreement” document, including validation of non-profit designation if applicable, property insurance and liability coverage.
- A Certificate of Liability Insurance naming Newtown United Methodist Church as an “additional insured” will be provided by the Renters (\$100,000/\$300,000 Bodily Injury, \$100,000 Property Damage).
- The Hold Harmless Agreement included in the “Facility Rental Information and Agreement” will be signed by the Renter.
- Renters agree to hold Newtown United Methodist Church, its Staff, Clergy, Officers, and Volunteers harmless from all liabilities, damages, lawsuits, and attorney fees that might result from the use of this facility including its grounds and parking lots.
- In unlikely circumstances, NUMC reserves the right to cancel the use of the facilities on short or no notice due to unplanned events. (e.g., funerals).
- Comfortable room temperatures are provided by NUMC and the expense is already reflected in the rental fee. Renters will advise the NUMC office of the hours each day when rooms will be “occupied” and “unoccupied”. The office will also be advised of any changes to the renter’s schedule.
- Parking by renter’s staff and visitors will utilize the existing parking lots and obey all parking signs.
- Recycling is encouraged via use of designated collection bins provided by NUMC.
- Renters will unlock the building for their use and securely lock the building after use.
- Renters will provide all the tools and materials required for the conduct of its business and activities.
- **Wall decorations and posters are permitted provided application and removal does no damage to the walls. Please consult with the NUMC office regarding decorating plans. Exterior signage will be limited to directional and informational signs of a free-standing nature. Decorations, posters and exterior signage must be removed at the end of the function.**
- Communications with NUMC will be primarily through the NUMC office.
- Use of the Wesley Learning Center Playground is prohibited during the event.
- Renters and their visitors or guests will be sensitive to the need for quiet and reserved activities during times when the sanctuary is in use, including weddings, funerals, and Sunday morning services.
- Smoking is not permitted in the NUMC building nor on the grounds. Renters, staff, guests, and visitors are expected to comply.
- Alcohol is strictly prohibited on the property.
- The use of propane gas or grills is STRICTLY PROHIBITED inside the building.

### **Obligations for the Newtown United Methodist Church:**

- A key will be provided. Renters will not be allowed to make copies of the key. All keys will be returned to the Church office at the end of the rental period. There is a \$20 fee for any lost keys.
- Heating and air conditioning, as necessary, and electricity are included in the rental fee.
- Heating and air conditioning, as necessary, will be provided seven days a week for the rooms utilized.
- Parking lots and walkways will be plowed and sanded as required in the winter consistent with the daily operating hours of NUMC and whenever events are scheduled. Storm closures will be at the discretion of NUMC.
- NUMC is handicapped accessible through upper and lower entrances. There is no elevator in the building.
- NUMC will not be responsible for any liability, damage, or loss to persons or property of renters, their staff, guests, or visitors.
- Renters may use the name and address of NUMC in advertising events or services.

- NUMC reserves the right to refuse entry or eject individuals not in compliance with generally accepted rules of conduct.

### **Use of the Kitchen Equipment:**

- Use of the kitchen may require a Temporary Event Permit from the Newtown District Department of Health. Guidelines and permit application information can be found on the Town of Newtown website at <https://www.newtown-ct.gov/newtown-health-district/pages/food-service>.
- If required, the permit should be posted in the kitchen prior to the event. A Health Department official will conduct an inspection during the event.
- Prior to the event, instruction on use of the stove and dishwasher must be reviewed with a representative from NUMC.
- All NUMC dishes, utensils, and cookware must be washed in accordance to sanitation standards and put away by the end of the event.
- Coffee grounds clog the sink drains and cause costly plumbing repairs. Please dispose of ALL coffee grounds in the trash.
- The floor must be swept, and/or washed, and/or vacuumed after the event.
- When using ovens and stoves, the exhaust hood **MUST BE ON**.
- All garbage must be removed from trash bins and placed in the dumpster in the parking lot.
- All food must be removed from the premises after the event.
- Renters are encouraged to recycle kitchen items as appropriate using the designated bins provided.

### **Supplies, Set-up, and Clean-up**

- NUMC does not have a custodial staff. All renters must set up or rearrange furniture for their event and return any space to the pre-rental condition after the event. Renters are also responsible for cleaning the rented space and removing all garbage.
- NUMC encourages recycling via the designated bins provided. Large amounts of recycling should be removed by the renters.
- Doors to all rooms must be kept closed when occupied and unoccupied to keep energy costs down.

### **Entertainment**

- Good judgment is expected of all who arrange programs and entertainment.
- Music should be kept at a reasonable volume for the consideration of the neighbors of NUMC. All music must cease by 11:00 p.m.
- No gambling or games of chance are permitted on NUMC property.

### **Receipt of the following is needed PRIOR to day of rental:**

**(1) Rental Agreement: Completed and Signed** Please scan and email completed document to [churchoffice@newtown-umc.org](mailto:churchoffice@newtown-umc.org) at least **one week prior** to rental.

**(2) Certificate of Liability Insurance:**

Name Newtown United Methodist Church as an “additional insured” (\$100,000/\$300,000 Bodily Injury, \$100,000 Property Damage). You can get this from your homeowners insurance company.) Please email to [churchoffice@newtown-umc.org](mailto:churchoffice@newtown-umc.org) at least **one week prior** to rental.

**(3) Hold Harmless Agreement:** Completed and Signed. Please scan and email completed document to [churchoffice@newtown-umc.org](mailto:churchoffice@newtown-umc.org) at least **one week prior** to rental.

**(4) ½ Rental Fee:** Due **when the reservation is made**.

**(5) \$150 Cleaning Deposit:** Due **when the reservation is made**. Refunded after rental upon inspection and determination that premises have been left clean and no damages were incurred. The refund will be mailed to you.

**(6) Remainder of rental fee is due one week prior to rental date.** This applies to single day rentals only.

***Failure to return the above items may result in cancellation of the rental.***

**Newtown United Methodist Church (NUMC)**  
**HOLD HARMLESS AGREEMENT**

**Newtown United Methodist Church is not responsible for any damage or loss to persons or property of outside groups using the facility including damage to automobiles accessing, leaving, or parked on the property. Groups using the property and facilities assume their own liability and must have their own liability and property damage insurance for the protection of their own members, guests, and the Congregation of the Newtown United Methodist Church. Such outside groups agree to hold Newtown United Methodist Church, the Staff, Clergy, Officers, and Volunteers harmless from all liabilities, damages, lawsuits and attorney fees resulting from the use of this facility.**

~~I/We, \_\_, as renters, agree to protect, indemnify, save, and keep harmless Newtown United Methodist Church of Newtown, Connecticut, its clergy, staff, officers, volunteers and the United Methodist Church against any and all loss, cost, damage, or expense, including attorney's fees arising out of or from an accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever and will protect, indemnify, and save and keep harmless the above cited entities to be protected from any and all claims arising out of the use of the aforesaid premises.~~

Signed:

Date:\_\_\_\_\_

Title:

*(If with an organization)*

Witness:

Date:\_\_\_\_\_



Newtown United Methodist Church  
RENTAL AGREEMENT

*Please Print*

*Clearly*

Organization: \_\_\_\_\_

\_\_\_\_ Non-Profit      \_\_\_\_ Member      \_\_\_\_ Non-Member

Purpose \_\_\_\_\_

Room(s) Desired: \_\_\_\_ Betts Conference Room    \_\_\_\_ Rauner Hall    \_\_\_\_ Kitchen    \_\_\_\_ Sanctuary Day(s)/Date(s)  
of Use \_\_\_\_\_

Time(s) of Use \_\_\_\_\_ to \_\_\_\_\_

Estimated # of People at Event \_\_\_\_\_ **Responsible**

**Person:**

Name (Renter) \_\_\_\_\_

*First*

*Middle Initial*

*Last*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Is this a cell phone? Y/N. If yes, may we text you? Y/N Email \_\_\_\_\_

Wedding/Funeral

Fees:

**Fees & Charges:**

Room Fee: \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

Other Fees: \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

**Refundable Deposit (separate check, please) \$150** \$ \_\_\_\_\_

I hereby certify that I have read, understand and agree to comply with all the provisions outlined in the Newtown Methodist Church Facility Rental Information and Agreement.

Renter Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By NUMC \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For Church Office:

|                                         |                                        |                   |
|-----------------------------------------|----------------------------------------|-------------------|
| ____ Hold Harmless Agreement            | ____ Reservation Deposit Rec'd on      | \$_____cash/check |
| ____ Certificate of Liability Insurance | ____ \$150 Refundable Deposit Rec'd on | \$_____cash/check |
| ____ Key Issued                         | ____ Final Payment Rec'd on            | \$_____cash/check |
| ____                                    | ____ \$150 Deposit Returned on         | \$_____           |
| ____ RENTAL COMPLETED                   |                                        |                   |
| ____ Rental Issues: _____               |                                        |                   |
| Key Returned                            |                                        |                   |