

BEREA FRIENDS MEETING
300 HARRISON ROAD
BEREA, KENTUCKY 40403
Rental Coordinator: 859-986-9256

RENTAL AGREEMENT

Organization/User _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone _____ Email _____

Date(s) needed _____ Hours needed: From _____ to _____ Approx. how many attending _____

(Check one below)	(Circle one)	1-8 hrs	9-24 hrs
___ First floor large room & kitchen		\$50.00	\$75.00
___ Second floor large room		40.00	60.00
___ Both first and second floor		60.00	90.00

Space will be used for _____ (e.g. birthday party, club meeting, wedding, &c.)

The User(s) have inspected the premises and accept them in their current condition.

- The User(s) will promptly report to the rental coordinator any problems caused by their use or noticed in the course of their use.
- The Berea Friends Meeting is not liable for loss, expenses, or damage to any person or property, unless due to BFM negligence. The Users shall hold the Berea Friends Meeting harmless and indemnify it and pay for any and all damages or losses suffered and money spent by the BFM in relation to any claim arising from any act or neglect of the tenants.
- Users are responsible for all acts of the Users' family and friends.

(Signed) _____ (Date) _____

[Relation to User(s): _____]

(Signed) _____

[BFM Rental Coordinator Carol Lamm]

** Someone from your organization will need to come early to set up the room to your specifications. You will also need to arrange in advance to pick up a key.

** Please make check payable to Berea Friends Meeting and send it to: Carol Lamm, 110 Hanson St., Berea, KY 40403. For questions, contact Carol at clamm40403@gmail.com or 859 986-9256.

Berea Friends Meeting Building Use Policy

Berea Friends Meetinghouse is offered for use to our members, to community groups for meetings and workshops, and to individuals and families for such occasions as weddings, funerals and family gatherings. We wish to use our Meetinghouse in ways that support our Quaker values of peace, simplicity, equality and community. The building is not available for commercial use.

Fees

The following fees are based on usage	for 1-8 hours:	for 9 – 24 hours:
First floor large room and kitchen	\$50.00	\$75.00
Second floor large room	\$40.00	\$60.00
Both first and second floor	\$60.00	\$90.00

If a reservation is cancelled with less than seven days' notice, a 20 percent cancellation fee will be withheld from the refund.

Members of Berea Friends Meeting contribute to the building through time, money and labor. They will not be charged a fee for rentals. However, since utility costs rise with usage, they are encouraged to make a donation when the building is used for personal/family reasons. Similarly, groups of which the Meeting is a member will not be charged for use.

Use of the building for programs that strongly and directly support our Quaker peace and justice testimonies may be considered for a fee waiver or reduction in cost. Requests for fee waiver or reduction need to be made to the Berea Friends Meeting rental coordinator.

Guidelines:

1. Tobacco use is not permitted. This applies inside the building, in the yard and in the parking lot.
2. Please park only in the parking areas, and only drive on the graveled areas (not on the grass). Be careful not to block access to the neighbor's driveway at the far end of the parking lot. Additional free parking is available in the city lot across the bridge.
3. Caterers and others making deliveries by car or truck should use the front entrance unless the ground is completely dry and firm. No vehicles allowed on the concrete patio.
4. We wish to be very thoughtful of any alcohol usage on our property. If you wish to have a small amount of alcohol at your gathering (e.g. a glass of champagne at a wedding) please talk with us first.
5. We also need to be careful about any use of fire to avoid hazards and to prevent smoke getting into the building. If you are planning to grill or wish to have a campfire, please talk with us first.
6. Clean-up instructions are posted on the bulletin board in the downstairs meeting room. We appreciate your cooperation in keeping the Meetinghouse in good condition for the next group.

Thank you for renting our Meetinghouse. We hope you enjoy your time here as much as we do.