

RENTAL AGREEMENT  
 BEREAFRIENDS MEETING  
 300 HARRISON ROAD  
 BEREAFRIENDS MEETING  
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 Rental Coordinator: 859-986-9256

Organization/User \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates needed \_\_\_\_\_ Hours needed: from \_\_\_\_\_ to \_\_\_\_\_ Approx. how many attending \_\_\_\_\_

	Mark Selection Below	
	1-8 hours	9-24 hours
First floor large room & kitchen	\$75	\$100
Second floor large room	\$75	\$100
Both first and second floor	\$125	\$175
Weekday 10 or fewer first floor	\$50	\$75
Weekday 10 or fewer second floor	\$40	\$60

Space will be used for \_\_\_\_\_ (e.g. birthday party, meeting, reunion, wedding, etc.)

The User has inspected the premises and accept them in their current condition.

- The User will promptly report to the rental coordinator any problems caused by their use or noticed in the course of their use.
- Berea Friends Meeting is not liable for loss, expenses, or damage to any person or property, unless due to Berea Friends Meeting negligence. The Users shall hold Berea Friends Meeting harmless and indemnify it and pay for any and all damages or losses suffered and money spent by Berea Friends Meeting 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: \_\_\_\_\_

Berea Friends Meeting Rental Coordinator Signature \_\_\_\_\_

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 [rentals@bereafriends.org](mailto:rentals@bereafriends.org) 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**

Fees are based on usage, as listed on the first page of this rental agreement. Special weekday rates are available for groups of 10 or fewer. The weekday rate does not apply to Friday set-up time for Saturday events.

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. Food is permitted downstairs only.
5. 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.
6. 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.
7. 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.*