HILLTOP CHAPEL FAMILY LIFE CENTER

Private Event Facility Use Agreement

A ministry of Hilltop Chapel Bible Methodist Church

The Hilltop Chapel Family Life Center exists as part of the ministry of Hilltop Chapel. We are pleased to make it available for appropriate family and community gatherings. Because this is church property, events held here must be consistent with the Christian beliefs, values, and standards of Hilltop Chapel. We ask those who use the facility to help us care for it responsibly so it can continue serving our church and community for years to come.

This agreement is intended for private, non-commercial events such as family gatherings, receptions, anniversary celebrations, showers, and similar occasions. Commercial or business use is handled under a separate agreement.

Rental Rates

Facility	One-Day Rental	Two-Day Rental
Upstairs Level	$350	$550
Downstairs Level	$250	$400
Both Levels	$500	$800

One-Day Rental: Up to eight total hours, including setup, event time, and cleanup.

Two-Day Rental: Includes up to eight hours of access on the day before the event for setup, decorating, preparation, rehearsal, or similar purposes, plus the agreed-upon period of use on the event day through the scheduled ending time. All access times must be scheduled in advance.

Additional Time: $50 per additional hour, billed in one-hour increments.

Reservation, Deposit & Member Use

- A $150 refundable security deposit is required to reserve a date for nonmember rentals. No date is confirmed until the deposit is received.
- The remaining rental balance is due one month before the event.
- Hilltop Chapel members may use the Family Life Center without a rental fee. A $50 refundable reservation/security deposit is required to hold the date. A voluntary contribution toward cleaning and utility expenses is appreciated.

What Is Included

- Tables and chairs are included with the rental and should remain indoors.
- The wall-mounted Roku TV may be used for slideshows, presentations, and appropriate music or video. The Family Life Center does not provide Wi-Fi; renters must provide their own hotspot, streaming accounts, devices, and adapters as needed.
- A temporary door access code may be provided for the agreed rental period. The code should be kept secure and shared only with those responsible for the event.

Questions or special requests should be discussed with the church liaison before the event so that expectations can be clear for everyone.

Event Information & Agreement

Event Date: _____ Type of Event: _____

Renting Party: _____ Estimated Attendance: _____

Primary Contact: _____ Church Liaison: _____

Phone: _____ Liaison Phone: _____

Facility & Schedule

☐ Upstairs Level ☐ Downstairs Level ☐ Both Levels | ☐ One-Day ☐ Two-Days

Day 1 Arrival Time:_____ Departure Time: _____

Day 2 Arrival Time: _____ Departure Time: _____

Access Code Issued: ☐ Yes ☐ No Code Assigned: _____

Fees & Payment

Deposit	$_____	☐ Deposit Received	Date: _____
Rental Fee	$_____	☐ Rental Fee Received	Date: _____
Additional Time	$_____		
Other Approved Costs	$_____	☐ Other Received	Date: _____
Total	**$_____**	☐ Deposit Returned	Date: _____

Payment terms: The deposit reserves the date. The remaining balance is due one month before the event. Any additional charges are due upon notice from Hilltop Chapel.

Cancellation & Rescheduling

Cancellations made at least 30 days before the event will receive a full refund. For cancellations made less than 30 days before the event, rental fees already paid will be refunded, but the reservation/security deposit will be retained. Hilltop Chapel will make reasonable efforts to accommodate rescheduling. If Hilltop Chapel cancels the reservation, all amounts paid will be refunded.

Responsibility, Liability & Access

The renting party accepts responsibility for the conduct and supervision of those attending the event and for damage beyond normal wear and tear, and agrees to reimburse Hilltop Chapel for reasonable repair or replacement costs not covered by the security deposit. To the extent permitted by law, the renting party agrees to indemnify and hold harmless Hilltop Chapel Bible Methodist Church, its officers, employees, volunteers, and agents from claims, damages, losses, or expenses arising from the renting party's use of the facility, except to the extent caused by Hilltop Chapel's negligence or unlawful conduct. The reservation is not transferable without prior approval. Church representatives may enter when reasonably necessary for safety, maintenance, emergencies, or compliance with this agreement. Any temporary access code is limited to the rental period and those responsible for the event.

Renting Party Signature: _____ Date: _____

Church Representative: _____ Date: _____

Facility Guidelines & Expectations

Purpose and Character of Use

Because the Family Life Center is a ministry facility of Hilltop Chapel, events held here should be consistent with the Christian beliefs, values, and standards of the church and conducted in a manner respectful of the facility, other guests, and our neighbors. Hilltop Chapel reserves the right to decline or end uses that seriously violate this agreement or are inconsistent with the church's mission and standards.

Kitchen and Food Service

- The stove/oven, microwave, and designated refrigerator are available for normal food preparation and serving. The walk-in/storage area and church-owned kitchen supplies are not included.
- Renters should provide their own cookware, coffee equipment, serving utensils, and similar supplies.
- Please leave appliances and work areas clean, make sure the stove/oven is turned off when finished, and dispose of food, grease, and other solids appropriately rather than placing them in sinks or toilets.

Decorations and Building Care

- Decorations are welcome when they can be installed and removed without damaging walls, paint, furnishings, or fixtures. Please use materials and methods suitable for finished surfaces and check with the church liaison if there is any question about possible damage.
- Tables and chairs may be arranged as needed for the event and should be returned to their original arrangement afterward. Tables and chairs are to remain indoors, and chairs should not be placed on tables. Other furniture in the Family Life Center should remain where it is. If other items need to be rearranged or moved, please discuss this with the church liaison in advance so the church can move them before the event.
- If temperature adjustments or assistance with building systems are needed, please contact the church liaison.
- Exterior doors should remain closed except as reasonably necessary for loading, unloading, or guest entry. Please report any damage or building concern promptly to the church liaison.

Safety and Supervision

- Please keep hallways, doorways, and emergency exits clear and use the facility in accordance with normal fire and safety requirements.
- Battery-operated candles are welcome. Open flames, fireworks, explosives, and similar hazardous activities are not permitted. Fireplace use is not permitted.
- Children and youth are welcome and should remain appropriately supervised by responsible adults throughout the event.
- Pets and other animals are not permitted inside the facility. Service animals trained to perform specific work or tasks for a person with a disability are permitted.
- Please keep indoor and outdoor sound at a reasonable level in consideration of our neighbors and applicable noise requirements.

Alcohol, Smoking and Vaping

Alcoholic beverages are not permitted anywhere on Hilltop Chapel property. Smoking and vaping are permitted only in the two designated outdoor areas where cigarette receptacles are provided. Cigarette waste should be placed in those receptacles.

Cleanup, Departure and Winter Weather

- Please remove decorations and personal items, vacuum all carpeted areas, and leave the facility clean and orderly.
- Empty all indoor trash containers and replace each with a fresh liner. Place bagged trash in the outdoor trash containers located by the rear doors of the lower level of the Family Life Center.
- Before leaving, turn off lights and appliances used for the event and make sure doors and windows are closed and secured.
- The security deposit may be used toward reasonable cleaning, damage, replacement, or additional-time costs when the facility is not left in the agreed condition. Costs exceeding the deposit remain the responsibility of the renting party.
- Normal snow and ice removal associated with Hilltop Chapel's regular ministry schedule is included. When additional or special snow/ice removal is required specifically to provide safe access for a private event outside normal church operations, the renter is responsible for the reasonable additional cost incurred by the church.

Initial _____ I have reviewed these Facility Guidelines and Expectations and agree to help care for the Family Life Center and church property in accordance with them.