



**ZION**  
UNITED CHURCH  
OF CHRIST

Zion United Church of Christ  
**Building Usage Rental Agreement**  
5710 N. HWY 67, Florissant, MO 63034  
314-741-1590 ext. 0  
www.zionuccstl.org

Thank you for considering Zion United Church of Christ as the venue for the event! We are an Open and Affirming Congregation that seeks to extend the extravagant welcome and love of Christ to everyone. As you complete this form, if you have any questions contact the church administrator at 314-741-1590 ext. 0

### **CONTACT INFORMATION**

Name(s) \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Alt. Phone Number \_\_\_\_\_

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

Email: \_\_\_\_\_

### **EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Date(s) \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated number attending: \_\_\_\_\_ Is this a recurring event? Yes \_\_\_ No \_\_\_

\*Please consider your time for set up and clean up\*

**SPACE, SERVICES REQUEST & FEE SCHEDULE: PRICES ARE FOR A ONE TIME EVENT. IF YOUR EVENT IS RECURRING THE FIXED RATE WILL BE MULTIPLIED BY THE NUMBER OF EVENTS.**

Please check the areas or services you need: \*Cleaning fees are included in the price\*

\_\_\_\_\_ Sanctuary \$500      \_\_\_\_\_ Nursery/Preschool Room \$90      \_\_\_\_\_ Fellowship Hall \$300

\_\_\_\_\_ Church Kitchen \$150      \_\_\_\_\_ Downstairs Classrooms \$75 (per room)

\_\_\_\_\_ Projector & Screen \$50

#### **Additional Fees for Funeral or Weddings:**

\_\_\_\_\_ Musician \$200      \_\_\_\_\_ Pastoral Services \$400 (for weddings and funerals conducted by the pastor of Zion UCC unless prior approval is granted for outside services)

**\*Members of Zion UCC will be charged half of the fixed amounts for use of the building and grounds to help defray the cost of operations.\***

**\*Tenants of Zion UCC requesting use outside of normal operations will be asked to make a contribution to help defray the cost of operations.\***



## **GENERAL RULES:**

- Please make reservations at least four weeks ahead of time.
- Any modifications to request should be made as soon as possible, but not later than one week prior to event.
- The use of tobacco, marijuana, vape pens, chew tobacco or any illegal drugs is strictly prohibited and if any damage is as a result of this violation, renters will be prosecuted to the full extent of the law.
- Alcohol consumption will be approved on an individual basis.
- Please supervise children and youth at all times.
- Decorations are allowed in the fellowship hall and sanctuary, but must be cleaned up after your event.
- All equipment and kitchen utensils are to be returned to storage areas in the same condition they were found.
- At the end of your event, please wait for the building manager to come and lock up, unless previously arranged otherwise.

**RENTAL AGREEMENT:** Then renting individual agrees that she/he/they and the organization which is represented, if any are responsible for adhering to the following rules and regulations set forth by the Council of Zion United Church of Christ.

- A security deposit of \$100 is due at the time of reservation. Methods of payment are listed below.
- Total balance for rental and usage fee minus the \$100 deposit is due the day of your event
- The renting party shall be totally and financially responsible for any damage to the property of Zion United Church of Christ and or Peace Tree Spirituality Center during the rental, whether damage is caused by the renting party or by another person admitted by the renting party.
- The renting party shall be responsible for upholding and seeing to the enforcement of all applicable federal, state, and local laws during the rental period.
- The renting party agrees to hold harmless Zion UCC, its officers, agents, staff and members, for any injuries, damages, or other consequences asserted by the renter(s) or their guest during the rental terms and times.
- The responsible individual signing this agreement hereby attests that he/she/they is/are at least 21 years of age.
- The individual signing this agreement attests that they have read and understand this contract in its entirety.

All forms of acceptable payments for your event is as follows:

Givelify.com (Under Zion UCC, Florissant) \*an additional fee of \$10 will be added

Cashapp: \$Zion1868 or Check/Money Order made payable to Zion UCC. (Be advised a \$35 return check charge will be added to your final payment)

Contact Person(s) Signature: \_\_\_\_\_

Zion UCC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**\*FOR OFFICE USE ONLY:**

Security Deposit of \$100 received by: Zion UCC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Form of payment: Check/Money Order, Givelify.com. Cashapp