Thank you for contacting The HUB Community Center! We look forward to having you as our guest. If you wish to see the facility please call me to set up an appointment - 330.576.6608

Appointments are scheduled Monday - Thursday (8:30 am - 1:00 pm).

Below is a copy of our contract which may be returned by mail or in person.

We have a locking mailbox outside our front door for payments and contracts.

Don’t forget to include or email a copy of your driver’s license.

**To make a reservation:**

**1. return the completed contract with payment in full**

**2. payment accepted: cash, check, or money order**

**Please make checks / money payable to: The Vine Fellowship Church**

**3. include a copy of your driver's license (you may also email a copy to me)**

**A Reservation is NOT complete until you receive a CONFIRMATION LETTER from us indicating the date and time of your event has been APPROVED.**

You will receive an email confirmation of your reservation once everything has been processed. Please note, contracts left after 2 pm on Thursday, will be processed the next available business day (Monday) unless it is a holiday. This will also serve as your receipt. If you do not receive the email please check your spam box or give us a call and we

will resend it.

Please visit our website: [thehubcopley.com](http://thehubcopley.com/) for pictures and videos of prior events and all rooms.

All reservation requests are done on a first-come first-served basis and are processed when ALL materials have been received – that includes the contract, payment in full (no postdated checks/money orders) and a copy of your driver’s license.

We **NO LONGER** place HOLDS on dates or times or accept post-dated checks/money orders.

Please call or text me if you have any questions!

Call: 330.576.6608

Text: 330.622.3524 - please be sure to give me your name and date of event

Website: [www.thehubcopley.com](http://www.thehubcopley.com) Check our website for videos, pictures and room details.

*Thank you!*

*Denise*





**These items are paid for separately and are not part of The HUB contract.**



The hall will place the lights in various locations throughout the room for you.

Several color options and settings are available.

Our event manager will coordinate the details.

More items coming soon!

Let us know if there is an item we should add!

These items may be rented and paid for at The HUB.

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**THE HUB COMMUNITY CENTER RENTAL CONTRACT**

**3676 Community Lane www.thehubcopley.com**

**Copley, Ohio 44321** **hubevents1@gmail.com**

 **330.576.6608**

**Rental period includes: setup, event, cleanup & takedown.**

**Please allow enough time for these activities. Your host is to leave with you at the end of your contracted time.**

**Type of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expected Attendance**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Month, Day, Year) ⇮ S ⇮ M ⇮ T ⇮ W ⇮ TH ⇮ F ⇮ SAT

**Rental Hours: Monday through Saturday (7 am - 10 pm) and Sunday (2 pm - 8 pm).**

**Rental Hours**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hours of Actual Event**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total # Hours Requested**:\_\_\_\_\_\_\_\_

**(time requested with AM / PM) (Remember to account for set up & clean up)**

**ROOM RENTAL FEES: FRIDAY, SATURDAY, & SUNDAY** **There is a 4 Hour Minimum rental period on Fri., Sat., Sun.**

**This option MUST be chosen if food is being brought in to venue. (Ideal for more than 15 guests**)

**\_\_\_\_\_\_\_\_ Main Hall / Kitchen / Lounge / KidZone** $180.00 for 4 hours \_\_\_\_\_\_\_

$225.00 for 5 hours \_\_\_\_\_\_\_

 $270.00 for 6 hours \_\_\_\_\_\_\_

 $315.00 for 7 hours \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ Entire Facility $500**  (up to 8 hours Monday through Saturday) \_\_\_\_\_\_\_\_

(Main Hall, Kitchen, Lounge,

Conference Room, KidZone,

Café & Studio) **$350** (up to 6 hours on Sunday) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*This option MUST be chosen if food is being brought in to venue. (Ideal for less than 15 guests**)

\_\_\_\_\_\_\_\_\_**Kitchen/Lounge** $80.00 for 4 hours \_\_\_\_\_\_\_\_\_\_\_\_

 $100.00 for 5 hours\_\_\_\_\_\_\_\_\_\_\_\_

 $120.00 for 6 hours \_\_\_\_\_\_\_\_\_\_\_\_

 $140.00 for 7 hours\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monday thru Thursday- no minimum hours required. Prices listed without or with food being brought in to venue.**

**Please check rooms you would like to use and indicate total number of hours. ALL RENTALS ARE BY THE HOUR – NO HALF HOUR RENTALS. ALL rooms MUST be rented for the same number of hours. FOOD OPTION INCLUDES USE OF KITCHEN / LOUNGE.**

**\_\_\_\_\_\_\_\_ Main Hall** $25 x \_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_\_ **OR**  w/ food $45 x\_\_\_\_\_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ Café $10 X \_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_\_\_ OR** w/ food $30 x\_\_\_\_\_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ Conference Room**  $10 X \_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_\_\_ **OR** w/ food $30x\_\_\_\_\_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ Studio $10 X \_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_\_\_ OR** w/ food $30 x\_\_\_\_\_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ Lounge** $10 x \_\_\_\_\_\_\_\_\_\_ hr. = $\_\_\_\_\_\_\_\_\_\_\_\_ **OR** w/ Kitchen – see above

**\_\_\_\_\_\_\_\_ \*KidZone (FREE) with any other room rental or $10 x \_\_\_\_\_\_\_\_\_\_\_\_\_hr. = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if rented alone)**

 **OR** w/ food $30 x\_\_\_\_\_\_\_\_\_\_\_\_\_\_hr. =\_$\_\_\_\_\_\_\_\_\_

 **……………………………………………………………………………………………………………………………………………**

**AMOUNT DUE: \*\*\*Please make checks / money orders payable to: THE VINE FELLOWSHIP CHURCH**

**There will be a $50 fee for all checks that do not clear the bank.**

**Room Rental Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (total from above)**

**Janitorial Fee $150.00 (**for set up and clean up / **may be waived by renter) Fee Waived: Yes\_\_\_\_\_\_\_\_(renter will set up, tear down, &**

 **clean up)**

**TOTAL AMOUNT DUE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please include a copy of your Driver’s License or State ID.**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE PRINT CLEARLY**

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**REQUIRED FOR CONFIRMATION EMAIL – PLEASE PRINT CLEARLY**

**May we add your name to our HUB Community Center (e-newsletter) emailed periodically? Yes\_\_\_\_ No\_\_\_\_**

**Would you like information about The Vine Fellowship Church (First Things Newsletter) mailed once a month?**

**Yes:\_\_\_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_\_\_**

**Conduct / Cancellations**:

I agree to be responsible for the group’s activity and conduct, and to be present during the hours of the event. I acknowledge that cancellations may be made up to and including 30 days (includes weekends) prior to the event with written notification and verified by the coordinator. All funds will then be returned within 3 weeks. I understand that **no refunds** will be given for cancellations made less than 30 days (includes weekends) prior to the event **for any reason.**

**Prohibitions:**

No renting party shall use the facility for any illegal purposes whatsoever. Additionally, alcoholic beverages, smoking, tape on the walls, and possession of firearms - even if permitted by law - are strictly prohibited in and around the facility, no exceptions.

I have read and agree to the terms of this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Renter PRINT NAME Date

**Following are amenities offered to you at no extra charge. *Please check off as many as you need*.**

* Chairs
* 60" Round Tables (8 available - seat 5 people) - Enough to seat 40 guests.
* 6 ft. Rectangular Tables
* Highchair (1 available)
* Speakers (Main Hall)
* HDMI Cord (Main Hall)
* TV Monitors (Main Hall)
* Blu-Ray Player (Main Hall)
* Podium
* White Board

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACILITIES OFFICE USE ONLY**

COMMENTS:

Additional Approval Required? Yes \_\_\_\_ No \_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Janitorial Services? Yes \_\_\_\_ No \_\_\_\_

Copy of Driver's License Received? Yes\_\_\_\_ No\_\_\_\_

❑ Approved ❑ Denied Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHOTO / VIDEO RELEASE FORM**

 **Website and/or Advertising Materials**

By signing this release form, I authorize The HUB, to use the following personal information:

(1) My picture and the pictures of *anyone* at my event – including photographic, motion picture, and electronic (video images).

(2) My voice and the voices of *anyone* at my event – including sound and video recordings.

I hereby grant to The HUB, its subsidiaries, licensees, and successors, the right to use, publish, and reproduce, for all purposes, my name and the names of those at my event, pictures of me or my guests in film or electronic copy including information described in sections (1) and (2) above in any and all media including, without limitation, cable and broadcast television and the Internet, and for exhibition, distribution, promotion, advertising, sale, press conferences, meetings, hearings, educational media, formats and markets now known or hereafter devised. This permission shall continue forever unless I revoke the permission in writing.

I and those at my event further grant The HUB all right, title, and interest that we may have in all finished pictures, negatives, reproductions, and copies of the original print, and further grant The HUB the right to give, sell, transfer, and exhibit the print in copies or facsimiles thereof, for marketing, communications, or advertising purposes, as it deems fit.

I hereby waive the right for anyone in attendance at my event to receive any payment for my signing this release and waive the right on behalf of my guests to receive any payment for The HUB’s use of any of the material described above for any of the purposes authorized by this release. I also waive any right on behalf of those in attendance at my event to inspect or approve finished photographs, audio, video, multimedia, or advertising recordings and copy or printed matter or computer generated scanned image and other electronic media that may be used in conjunction therewith or to approve the eventual use that it might be applied.

I acknowledge that I have read the foregoing and I fully understand the contents. I am signing on behalf of myself and *all* guests in attendance at my event.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Pictures and/or Videos will be posted on The HUB website a week or so following your event. You will be notified by email so you may share with your guests. Pictures are taken as a courtesy by our hosts. They are not professional photographers. Thank you!**

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**PLEASE READ AND KEEP THE FOLLOWING PAGES**

**FOR YOUR REFERENCE**

**RENTAL PERIOD:**

Renters are not allowed in the building prior to or after the times specified in the rental agreement. Late departures will result in additional hour(s) being billed after the event. **No other rooms may be used if not specified in this contract and paid for ahead of time. Violations will result in additional charges after the event. Rooms may be added up to one week of the event so long as payment has been received.** Renter **may not** enter the premises prior to the contracted time for decorating or any other purpose and must have everything cleaned up by the contracted ending time.

**TABLES AND CHAIRS:**

Tables and chairs will be provided at no additional charge.  The renter is responsible for setting up, arranging, and taking down the tables and chairs for their event (unless the Janitorial Fee of $150.00 has been paid).  Chairs are to be stacked 7 high on rollers and then wheeled carefully to one side of the room.  Tables are to be taken down and put in the storage room (unless instructed differently by the host). Setup and cleanup are done within the contracted time period.

**DECORATING POLICY:**

**Only table and floor to ceiling decorations are permitted in the rooms. NO** confetti, rice, string streamers,

nails, tacks, loose glitter on tables, **NO tape (clear, masking, electrical),** or floor runners.  Nothing may be hung

from the ceiling or the light fixtures.  We strongly encourage the use of table and floor decorations such as

balloons and tables centerpieces.  Only flameless (battery operated) candles may be used in the

rooms.  Expenses incurred by damage resulting from decorating will be billed after the event. All decorations are

to be removed at the conclusion of the event.  This includes inside and outside the building - out front by the

street sign. Remove any items set out in connection with your event, including balloons and strings tied to the

address sign out front. ABSOLUTELY NO DECORATIONS ON THE WALLS OR CEILINGS. FEES WILL BE

ASSESSED FOR DAMAGE AND VIOLATION OF THIS RULE.

**AUDIO AND VISUAL EQUIPMENT:**

Sound Room and Audio Visual Equipment is **not available** if a host is not scheduled/present for your event. Renter will have to supply this equipment if needed.  There are **no microphones available** for rental use at our facility.

 \*\*You will have use of the TV’s whether or not a host is present.

**SMOKING / ALCOHOL POLICY:**

 NO SMOKING and NO DRINKING permitted anywhere in the Community Center **or on the premises.**

**MAIN HALL:**

 The Main Hall includes approximately (8) 60 inch round tables and (18) 6 foot rectangular tables, 100 chairs, and the use of (2) 50 inch TV monitors with cable, HDMI Cord, Blu-Ray player,

 podium, and white board. The capacity of the Community Center Main Hall is **100**.

**KITCHEN:**

There is a kitchen available at the facility and a stove, microwave, coffee maker, refrigerator, and sink may be used if part of your rental agreement.  If any of the above are used, they must be cleaned.  We also provide a broom, mop and garbage bags. See attached list as to what items you may need to be bring to the center.

**KIDZONE:**

No food or drink is permitted in the KidZone.  The room is designed for kids age 6 and under.  An adult (over 18) must remain in the KidZone and be actively present (not on phones, texting, etc) while the room is in use. The KidZone must be cleaned / vacuumed and items put away before leaving the facility.  Rules are posted on the door of the KidZone as a reminder.  This room is offered “Free” of charge as a courtesy from The Vine Fellowship Church and may be closed by the host at any time during the event if the rules are being violated or damage has occurred.  Restitution will be required to replace damaged items as determined by the host / coordinator.

**CLEAN UP: Renter’s Responsibilities For Clean Up - \*If Janitorial Fee** has **not** been paid or marked **HOST**

 1. Sweep all floors - including kitchen (if used) - leave all floors clean and free of dirt, sticky substances
 2. Empty all trash & place in dumpster at the front of the building (edge of parking lot) -

                     (if bag is not full - please combine trash so bags are not wasted)
 3. Stack chairs 7 high on rollers and leave at one end of the Main Hall (unless instructed otherwise)

 4. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains

 occur, please notify the TVF host so correct cleaning solutions can be used to remove the stains.

 5.  Put all tables away **except** the rectangular ones used on the back walls in the Main Hall

                  (**exception**: Saturday evenings or unless instructed otherwise by Host)
 6.  Clean out refrigerator
 7.  Clean stove, make sure burners/oven **off** before leaving the building

 8.  Clean kitchen counters/sinks
 9.  Clean all appliances used and **unplug** coffee pots

 **\*HOST ONLY - make sure warmer is turned off - not to be used by renters - per request of TVF church**

 10**. (Host)** Turn off speakers in Main Hall and power strip switch in the sound room - close and lock door (if used)

 11. Make sure KidZone is vacuumed, toys put away, and tables wiped off (if used)

 12. Take down all decorations  -  both inside the building **and** out front by the street sign

 13. **(Host**) Close fire doors

 14. **(Host)** Check back entrance doors - including patio door - to make sure all is closed and locked

 15. Please check bathrooms for cleanliness and empty trash Turn off **all** lights

 16. **(Host)** Turn of **ALL** lights

**EVENTS WITHOUT A HOST:**

Renter is responsible for locking up the entire Community Center after their event. He/She will be responsible for

Any damage or vandalism done to the Community Center as of result of negligence due to improperly locking up the facility. NO Audio or Visual equipment will be available except for the TV's. All other equipment will have to be brought in by the renter.

 **DAMAGE**:

Report any damage to equipment or property promptly to the TVF host. If no host is present, please leave a note for the coordinator. If an emergency, please refer to the host book at the front desk for contact numbers. ALL DAMAGE WILL BE REPAIRED AT RENTER’S EXPENSE. Amount will be determined by CHURCH MAINTENANCE GROUP and /or quotes from PROFESSIONAL CONTRACTORS obtained by the church and is to be paid within 30 days.

**TERMINATION / CANCELLATION OF RESERVATION:**

All rental/use fees will forfeited if an activity is terminated by The HUB before the end of the scheduled time due to excessive noise or unlawful or disorderly activities. The HUB also reserves the right to cancel an event due to inclement weather (more than 3 inches of snow) and/or other issues. The renter will be notified as soon as possible and will be offered the option to reschedule. No other compensation of any kind will be made by The HUB Community Center to the renter. Cancellations may be made by the renter up to and including 30 days (includes weekends) prior to the event with written notification, confirmed by the coordinator, and all funds will be returned. **No refunds will be given for cancellations made less than 30 days (includes weekends) prior to the event for any reason.**

**THE HUB:**

The HUB Community Center is not responsible for loss or theft of articles stored, left, or brought into the facility. The HUB is not responsible for storage of articles or supplies associated with a special use.

**WI-FI:**   Our facility provides Wi-Fi to our guests as a **courtesy not an amenity.**    Therefore **No Refunds** will be given

 if the Wi-Fi connection should fail or be unavailable for other reasons.

**RENTER:**

Must be 21 years of age or older to sign a rental agreement to use our facility.

 Renter agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules,

 and regulations of The Vine Fellowship Church while using the above described facilities.

 Renter agrees that it will not use the premises for any purpose that is in conflict with the mission, purpose or belief of The Vine Fellowship Church, which is a biblically-based religious institution.

 Renter promises and warrants that he/she carries liability insurance.

 Renter will be liable for any damages relating to equipment of The Vine Fellowship Church if used by renter as part of this agreement.

 Renter will be liable for any damages or other loss relating to any other portion of the premises.

Renter agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives)from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes.

Renter is responsible for any and all loss or damage to facilities, equipment or grounds. If loss or damage occurs, The HUB Community Center will obtain estimates and bill the group or individual at the lowest estimate amount. In the event that additional cleaning or facility repairs are needed as a result of an event, a fee billed to the Renter.

Renter is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of facility, (2) payment of fees and charges, and (3) damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity.

Renter agrees to indemnify, defend and hold harmless The HUB Community Center, The Vine Fellowship employees and volunteers from and against all claims, suits, actions or liabilities for injury or death of a person, including injury or death to any employees of user/applicant or subcontractors, or for loss or damage to property which arises out of the use of the facilities or its adjoining walkways or from activity, work or things done, permitted, or suffered by, in or about the facility, except only such injury to persons or damages as shall have been occasioned by the sole negligence of The HUB Community Center /The Vine Fellowship Church.

This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

**Event Supply Checklist - What should I bring to The HUB?**

\_\_\_\_\_\_\_\_\_\_ Dish Towels

\_\_\_\_\_\_\_\_\_\_ Decorations

\_\_\_\_\_\_\_\_\_\_ Table Covers

\_\_\_\_\_\_\_\_\_\_ Plates

\_\_\_\_\_\_\_\_\_\_ Cups

\_\_\_\_\_\_\_\_\_\_ Napkins

\_\_\_\_\_\_\_\_\_\_ Silverware /Utensils

\_\_\_\_\_\_\_\_\_\_ Servings Dishes, Bowls, Tongs, etc.

\_\_\_\_\_\_\_\_\_\_ Coffee / Tea / Milk / Water etc.

\_\_\_\_\_\_\_\_\_\_ Pots / Pans

\_\_\_\_\_\_\_\_\_\_ Ice

**RULES FOR USING THE KIDZONE**

1. An adult (18 & over) **must be actively present** in the room **at all times (**not on phones, texting, etc.**)** when a child/children are in the room. This is for the safety of the children and to prevent damages.

2. No children over 6 years of age allowed in the KidZone.

 Older children and teens are **not** permitted in the room.

 Equipment is rated for **up to 40 pounds**.

3. **NO FOOD or drink is permitted in the KidZone**.

4. All books, puzzles, videos, etc. must be cleaned up and put away.

5. All trash must be removed, tables cleaned, and the room vacuumed **after each use**.

6. Please **do not open** cabinets. No items may be used or removed from closed cabinets. These items belong to the church Sunday School.

7. **THE HOST MAY CLOSE THIS ROOM DURING AN EVENT IF THESE RULES ARE NOT BEING FOLLOWED.**

Thank you!