

# CUMC Facilities Use Agreement

27 S. Broad Street, Canfield, Ohio 44406  
330-533-9801 Office@CanfieldUMC.org

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Canfield United Methodist Church is happy to welcome the community to use our open concept fellowship hall and/or our Sanctuary. All fees include a 4-hour rental and custodial services **after** the event.

Sanctuary seating capacity: 150 guests

Fellowship Hall seating capacity: 150 guests

*Full Kitchen use for food prep is available upon request for an additional fee.*

## Facilities Use

	Member	Non-Member
Fellowship Hall	\$200	\$375
Sanctuary	No Charge	\$175
Kitchen w/o Food Prep	No Charge	No Charge
Kitchen with Food Prep	\$50	\$150

Total due: \$ \_\_\_\_\_

A 50% deposit is due at the time of booking to secure your reservation. **If using a third-party vendor that is not a preferred CUMC vendor, such as a bounce house rental company, the rental company must add CUMC as a second named insured to the policy.** The remainder of the balance is due two weeks prior to your event along with a copy of the insurance policy listing CUMC if applicable. Checks can be made payable to **Canfield UMC** and mailed to our address.

I/We have received and read a copy of the **CUMC Guidelines for Use of Facility Policy** and hereby agree to comply with all regulations contained therein. In addition, I/we hereby release Canfield United Methodist Church from all liability by any persons in attendance.

*\*Signature page on back*

**Please note:** the renter is responsible for cleaning any spills or messes that pose a risk of slip and/or fall during the event. Cleaning supplies to do so are located in the supply closet in main back hallway by the kitchen. Bathroom cleaning supplies, dry mop, wet mop and bucket, replacement trash bags, etc. are located here. Lost, stolen or damaged church property is the responsibility of the renter.

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**Organization/Name:** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

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

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**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_