

Leota Bettcher Hall

An Outreach of the Birmingham Methodist Church
"Where Faithful Friends Enjoy His Fellowship"

Rev. Dick Kretchmar – Pastor

Melissa Zoch – LBH Rental Manager

Hall Use Policies for Rentals—Please keep one copy for your records

All renters and groups will be expected to comply with these policies. The purpose and use of any event must not conflict with the Birmingham Methodist Church's mission or core values. Reassignment or sublet to any other renter is strictly prohibited. Scheduling for the Hall must not interfere with previously scheduled groups/meetings. Please check the online calendar for verification of your reservation. www.birmmc.com

Use of the Leota Bettcher Hall (LBH) and grounds south of the church buildings are available to members of Birmingham Methodist Church, people of the community, civic, and social groups on a first reserved/first paid basis. (Payment includes your rental fee of **\$250.00** plus a refundable security deposit of **\$100.00**. Your security deposit will be refunded within 7 days after the Hall has been inspected. Your reservation is noted on the calendar as "Reserved" until we receive your contract and payment. Payment is due within fourteen (14) days of reservation. When payment is received, the calendar notation will be changed to "Booked." **Please note: Your reservation is not fully booked until it has been paid.** If payment is not received within seven (7) days, the date will be open to other reservations. Last-minute reservations (less than 10 days) will be accepted, but the payment must be made in cash.

You have access to the Hall on the day of your rental only. If you are renting the facility on a Sunday, the Hall is available beginning at 1:00 p.m. You are not permitted to come in before this time to set up or decorate for the event, as the Hall is rented every Sunday morning.

We have installed a keyless entry and security system in the Hall. The LBH rental manager will contact you 1-2 days before the event to receive your keyless entry code. The security system will be disarmed prior to your arrival and will be activated once your event is over.

INITIALS _____ If your check is returned for insufficient funds, a fee of \$60 will be assessed. You will be required to pay in cash the payment plus the fee. Your reservation will be cancelled until the amounts are paid in full.

INITIALS _____ **Smoking is not allowed in ANY part of ANY building:** If smoking is done outside the Hall, ashes and butts are to be disposed of properly. There are receptacles provided for these purposes.

INITIALS _____ **Alcoholic beverages and/or controlled substances are not permitted on the church grounds or in the Leota Bettcher Hall or in the parking lot or surrounding land. Please respect the church properties and observe these guidelines.**

INITIALS _____ The thermostat is not to be adjusted or the furnace/air conditioner turned off.

INITIALS _____ Decorations may be used on the tables only. Please only use masking tape or painter tape on the walls.

INITIALS _____ Please do not use the fireplace.

Leota Bettcher Hall

INITIALS _____ **CLEAN-UP: The Hall must be clean or you will be assessed an additional \$150 cleaning fee and your security deposit will be forfeited.**

1. **Clean the stoves, tables, and counter tops.**
2. **Be sure that all coffee pots** and appliances are clean and turned off.
3. **Utensils and kitchenware** used must be cleaned and put away.
4. **Take** leftover food home with you. We do not accept donations of food.
5. **Mop spills**, making sure **all** spills are mopped up before leaving the building. Please do not use the dust mop for mopping.
6. **Sweep the floor**, making sure that all food is swept up.
7. **Check restrooms** for “messes” that need attended to.
8. **Tables and chairs** may be moved to suit your needs but are to be returned as you found them.
9. **All trash** is to be cleaned up and garbage bags taken to dumpster by south side of the barn.
10. **Make sure all windows** and doors are closed and locked.
11. **When leaving**, turn off all lights, making sure that outside lights, hall lights and restroom lights are turned off.

INITIALS _____ Renter will be liable for any physical damages, legal actions, and/or loss of business opportunities that Leota Bettcher Hall (LBH) may incur as a consequence of the actions of Renter or any of Renter’s guests while Renter is in control of the venue. Renter shall indemnify and hold harmless LBH and Birmingham Methodist Church against any and all legal actions which may arise from Renter’s use of the venue.

INITIALS _____ Cancellation: If you need to cancel, a full refund of your rental and security deposit will be mailed to you if you cancel more than 30 days prior to your scheduled event. If less than 30 days’ notice is given, the security deposit will be refunded, but the rental is non-refundable.

Signed by the person responsible for the event: Agreed to the above building regulations.

Signature _____

Print Name: _____

Date _____

Leota Bettcher Hall

Type of
Event: _____

Number of Guests: _____
(Maximum 122 persons)

Event Date: _____

Start Time: _____ End Time: _____

Renter: _____

Address: _____

Telephone: _____

Email: _____

Rental Amount: _____

Security Deposit: _____

For LBH Office Use:

Date Contract and Payment Received: _____

Key Code given: _____

Date Security Deposit Returned: _____