

FHC Pavilion Usage Policy and Fees

“You” and “your” refer to the person renting the pavilion. “We” and “our” refer to Forest Hills United Methodist Church (FHUMC), also known as Forest Hills Church (FHC), or a representative of the church.

1. All reservations must be made through the church office prior to your using the pavilion. A security deposit is required on all reservations (see the Fee Schedule for the amount).
2. The pavilion will be clean of all debris upon your arrival. Any tables and chairs requested will be set up at least 30 minutes prior to your event start time. It is expected that the floor, tables, and chairs be cleaned at the end of your event. The security deposit will be held until this is verified.
3. All trash is your responsibility to clean up and remove from the property. Barrels will be provided, but you must supply your own trash bags. The church dumpster is not to be used. If it is, an additional charge will be taken from the security deposit.
4. The “Waiver of Liability” form must be signed and on file with the church office before your use of the pavilion.
5. No alcohol or controlled substance use is permitted on church property. Any violation will result in loss of the security deposit.
6. There is no water or bathroom facilities within the pavilion. There are two options if you need bathroom facilities:
 1. Arrangements for use of the church facilities are included on the Reservation Form. There is an additional fee, based on the expected number of people at your event.
 2. You may arrange for portable toilets to be used for your event. Please note that it will be your responsibility to make all arrangements for such. This includes, but is not limited to: delivery, maintenance, removal, and clean up. The location for these units will be set by the church. Removal must be completed in a timely manner.
7. Use of the fire pit is allowed. You must supply your own wood. Do not burn any garbage or trash in the fire pit. The fire must be contained within the fire ring. The fire must be completely extinguished before you leave. All unburned wood must be removed at the end of your event. Note that burning is controlled by the State of Minnesota. All state regulations must be followed.

8. Fee Schedule

| | Member | Non-Member |
|--------------------------|----------|------------|
| Security Deposit* | | |
| Pavilion | \$100.00 | \$200.00 |
| Tables and chairs | \$100.00 | \$200.00 |

* - required on all rentals

Pavilion

| | | |
|-----------------------|---------|----------|
| No lights or electric | \$0.00 | \$50.00 |
| Lights and outlets | \$30.00 | \$100.00 |

Rates are based on use for one day. Events must end by 10:00 PM.

Tables and Chairs

The picnic tables are available for use at no additional charge.

| | | |
|----------------------------|-----------------------|-----------------------|
| Table (8' white blow mold) | \$5.00 / table (1-5)* | \$10.00 / table (1-5) |
| | \$3.00 / table (6+)* | \$7.00 / table (6+) |

Each table comes with eight (8) chairs

* - Members have the opportunity to offset some to all of these costs by doing the setup and breakdown on their own.

Bathroom Use / Water

| | | |
|---------------------------------|---------|---------|
| Base fee | \$25.00 | \$35.00 |
| Hourly rate (added to base fee) | \$15.00 | \$15.00 |

The total amount will depend on the duration of your event.

FHC Pavilion Reservation Form

Name: _____

Phone: _____

Email: _____

Address (non-member only): _____

Type of event: _____

Expected number of guests: _____

Date of event: _____ Time: (Start) _____ (End) _____

Do you require electric service or lights? Yes / No

Do you require tables and chairs? Yes / No If yes, how many tables (8' with 8 chairs) _____

Do you need the picnic tables removed from the pavilion for your event? Yes / No

Do you need access to the church's kitchen or bathrooms? Yes / No

Will you be arranging for portable toilets? Yes / No

Will you be using the fire pit? Yes / No

FHC Pavilion Waiver of Liability

As the responsible party, I have read and accept FHC's Pavilion Usage Policy and Fees.

As the responsible party, I acknowledge and agree to defend and hold harmless from liability the Forest Hills Church in case of accident or injury.

By signing and dating this document, I agree to the statements in the FHC Waiver of Liability.

Signature: _____ Date: _____

Printed name: _____