Mount Horeb United Methodist Church

42 Liberty Corner Road, Warren NJ. 07059

An Agreement Concerning the Use of Church Facilities

[Short-Term]

Short-term use means a single event, or a series of events not exceeding thirty (30) days. Use of the Facilities beyond this limit requires a separate long-term agreement.

The Management Team of the Mount Horeb United Methodist Church (MHUMC) and Its Trustees recognize that the physical property of Codington Hall and the main Sanctuary may be used for outreach and mission in the community. As part of our outreach commitment, MHUMC makes available designated facilities for use by community groups, boy and girl scout troops, religious celebrations, family milestone events, and events of interest to the broader community.

The Usage Agreement is made this _____day of _____, 2026 by and between the Mt Horeb United Methodist Church. (hereinafter known as MHUMC) and _____ (hereinafter known as Guest). It is hereby agreed that the MHUMC room(s) as checked below for the purpose of _____.

The Licensed Area shall be used solely for the purpose stated in Exhibit A and for no other purpose. User shall not use the Facilities for any purpose inconsistent with the mission, teachings, or values of MHUMC or of The United Methodist Church.

Guest making arrangements to use the facilities must be at least 21 yrs old. Space usage includes six 6 foot tables with 6 chairs each. Additional chairs and tables are available for your use and are found in the back hallway near the restrooms. Please return the room to the 5 table 36 chair setup when your event is over putting all additional tables and chairs away. Guest agrees to abide by all terms and conditions as detailed in the following sections of the Agreement. No legal title or sub-tenant leasehold interest in the property known as Mt Horeb United Methodist Church Codington Hall or Church Sanctuary shall be deemed, construed, created or vested in the single event arrangement provided herein. It is understood and agreed that Guest is not a tenant or lessee and that Licensor is not a landlord. Guest does not have such rights as may exist by law or equity regarding commercial landlord and tenants' rights.
Guest agrees that the use and occupancy of the property on the date set forth below shall be at Guest's own risk and the guest does hereby hold MHUMC harmless and does hereby release MHUMC from any and all liability for any personal injury or property damage relating in any way to Guest's use of the property. Alcohol isn't allowed in the facility. Garbage included 2 large bags.

Date:_____

Time of Use from_____to _____Total Hour

People Attending (approx.)_____

Room	Select	Suggest Donation	Security Deposit	Max. Capacity
Main Hall		5 hours $350.00 Additional $60/hour	$250	100 (seated)
Meeting Room		$30/hour	$100	8
Kitchen		Please ask		
Sanctuary		Please ask		
Parking Space		1 spot $100/month		
Set up/down		30 min before & after = 1 hour at $50.00		

Your donation will help us to keep our facilities available for community groups, mission work and outreach work.

*Due to increases in utility, the Board has installed a smart thermostat. And it is programmed with an appropriate approved temperatures. If your event/rental needs require more or less, a fee will be determined.

Initials: _____.

Section I

Payment: User agrees to pay Security Deposit (separate check), upon signing of the agreement due 5 business days prior to the event. Payment can be made through QR code (Zelle) made payable to the Mt. Horeb United Methodist Church.

Cancellation: Please let us know as soon as possible if you are unable to use the facility at the agreed upon time so we can make the facility available to others. In the event of inclement weather which requires closing the MHUMC, the Guest will have the opportunity to select another date, which is mutually agreeable, for the event.

Damage: Guest is responsible, and upon demand shall pay the MHUMC for any and all damage to the building in excess of the Security Deposit that arises from, or is related to, Guest's use of the facility. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights or any other property or asset owned by the MHUMC.

No Liability for Natural Disasters: MHUMC shall not be liable to Lessee, or to Lessee's members, officers, employees, agents, contractors, invitees, or guests, for any injury, death, loss, damage, or expense of any kind arising out of or in connection with any act of God or natural disaster, including without limitation tornado, hurricane, windstorm, earthquake, flood, heavy rain, heavy snow, ice, hail, lightning, wildfire, or any other event beyond MHUMC's reasonable control.

Refund of Security Deposit: Only after the MHUMC has determined that the Hall, building, contents and grounds are clean and free of damage that may have arisen as a result of the Guest's use will the MHUMC refund the Security Deposit (or a portion thereof).

Storage: Guest may store its property only in the areas designated. All stored property remains at Guest 's sole risk, and MHUMC shall have no liability for loss or damage thereto. Guest shall remove all property upon termination; any property remaining after 7 days shall be deemed abandoned.

Renewal: This Agreement shall not automatically renew. Renewal requires a written agreement executed by both parties following review by the Board of Trustees. Continued use of the Premises after expiration without a written renewal shall create a tenancy at will only, terminable by either party upon thirty (30) days' written notice, and shall not be construed as a renewal of the Term.

Section II

General Terms and Restrictions:
Insurance: Guest will provide the MHUMC with a Certificate of Insurance, naming MHUMC as an additional insured, evidencing in force and affect general liability insurance with coverage limits of at least $1,000,000 per occurrence for the use and occupancy of the Building. An insurance certificate reasonably satisfactory to MHUMC must be provided to MHUMC five days prior to the date of the event. Occupancy for an event is until 11 pm. This is a smoke free building and alcohol is not allowed. Deep Frying is not allowed for kitchen use.

Decorations: Generally, decorations are permitted on tables only. Guest is prohibited from affixing decor to the walls of the Building by using cellophane tape, nails, tacks, pins, staples or any other fixative that might mar the paint surface of the building. Only flameless candles are permitted. Glitter/ confetti is not allowed. There will be a $100 clean-up charge if glitter/confetti is used. Decorating in advance of the Event can be arranged with an MHUMC representative. Please reserve ample event time to include time for decorating and clean up.

Kitchen Use: Guest, or the Guest's Caterer, if utilized, may use the Kitchen to warm and serve food and drinks. If your caterer will need to cook, please inquire as to how to add kitchen use to your event. Immediately following each use, and in all events before vacating the Facilities, Guest shall restore the kitchen to the condition in which it was received, including without limitation:
(a) washing, drying, and returning all dishes, utensils, cookware, and serving items to their designated storage locations;
(b) wiping down and sanitizing all countertops, tables, sinks, and food preparation surfaces;
(c) cleaning the interior and exterior of all stoves, ovens, cooktops, microwaves, and other appliances used, and removing all spills and food residue;
(d) removing all of Lessee's food, beverages, containers, supplies, and equipment from the refrigerator, freezer, pantry, and all storage areas;
(e) sweeping and mopping the kitchen floor;
(f) bagging all trash and recycling and removing it to the designated outdoor receptacles, and replacing all liners; and
(g) turning off all appliances, burners, ovens, and lights, and securing the kitchen.

Gambling: Illegal gambling is prohibited in the building or on the grounds.

Smoking: The MHUMC is a smoke-free facility and smoking of any kind is prohibited in the building.

Clean-up: At the completion of your event, please clean and remove all food, beverages and any decorations from the Premises. This includes the event space and surrounding grounds, leaving the premises in broom-clean condition. Trash must be placed in bags in the dumpster and recyclable materials in clear bags in the blue recycle trash can next to the dumpster. If these clean-up requirements are not met, a cleaning fee of $100.00 will be charged and shall be paid to MHUMC. Any cleaning fee charged under this section must be paid within one (1) week of the date of the invoice.

Section III

Required Signatures:
Guest understands and agrees that he/she has read and approves terms of this Agreement.

Name of person/entity: _____

Address: _____

_____

Contact information: _____

Email: _____

Telephone: _____

Guest Signature: _____

Date: _____

Printed Name: _____

Title: _____

MHUMC Representative: _____

Date: _____

Printed Name: _____

Title: _____

Mount Horeb United Methodist Church

42 Liberty Corner Road, Warren NJ. 07059

Codington Hall Rental Feedback

Thank you for renting Codington Hall for your gathering today. Please let us know your thoughts on the space and the process.

Rental Process (Booking the event space):

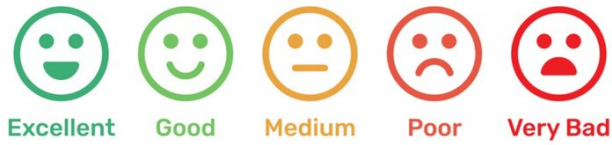


Your comments on the process: _____

_____

_____

How the space worked for you:

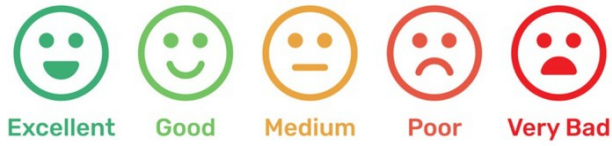


What worked or what didn't:_____

_____

_____

Cost of rental:



Your comments on cost of the rental: _____

_____

Any suggestions you might have: _____

_____

Please leave this form in the Codington Hall Rental Mailbox by the pastor's office or mail to Mt Horeb United Methodist Church, Hall Rental, 42 Liberty Corner Rd, Warren, 07059

Thanks for your feedback and we hope to see you again soon!