

**Annex Rental Guidelines**

**Hallettsville First United Methodist Church**  
P. O. Box 352 – 206 S. Dowling – Hallettsville, TX 77964 – (361)798-2650

**Rental Fees**

**Building Capacity is 58**

\$10 per hour

Charitable use will be determined on a case-by-case basis with the decision made by the Administrative Board.

There will be no rentals before noon on Sundays, including set up time.

**Reservations**

All reservations are to be made through the church office, (business hours are M-F, 9:30-1:30pm). The key is to be picked up and returned to the office during business hours. **Payment of rental fees is to be made when the key is picked up.**

**Decorations**

- Nothing** is to be taped, tacked or stapled on walls, doors, windows, etc.
- Nothing** is to be hung from the ceiling or ceiling fans.
- No** confetti rice, birdseed, etc. is to be used in the building
- No** tables or chairs are to be moved out of the building.
- Tables and chairs may be rearranged but must be put back in place after the end of your event.

**Food Preparation – Non-Members**

Those who *are not* members of First United Methodist Church must prepare all meals prior to arrival. The kitchen is **ONLY** to be used to warm or reheat food.

**Renter must provide their own paper goods and food and drink supplies. Use of church supplies is prohibited.**

**Clean-up**

- The renter is responsible for restoring the building to original order immediately after use.
- Tables, floors, kitchen, bathrooms, etc. must be cleaned.
- All trash is to be tied and placed in the trash container outside and new bags put in trash receptacles.
- All lights (inside & outside) are to be turned off.
- Make sure water is not running in toilets.
- A/C & Heating must be returned to the posted temperatures.
- Make sure all doors are closed and locked.

**NO alcoholic beverages, tobacco products or gambling activities are allowed.  
Anyone under the influence of alcohol or drugs will be asked to leave the premises.**

**Responsibility For All The Above Items And Any Damages That Occur Lie With The Renter.**

Signature \_\_\_\_\_

Name of person renting: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_ Activity: \_\_\_\_\_

Rental Fees: \_\_\_\_\_ Payment Information \_\_\_\_\_ check/cash

Date key given: \_\_\_\_\_ Date key returned: \_\_\_\_\_