

Fairfield Friends Meeting, brick meetinghouse
10441 East County Road 700 South
Camby, IN 46113

Meetinghouse/Facilities Rental

Thank you for your interest in Fairfield Friends Meeting and its facilities. Fairfield Monthly Meeting makes these facilities available for limited use outside of worship and reserves the right to review all user requests. Monthly meeting events will take priority in scheduling facility use.

Fees are to be paid in advance of your event. There may be a need for special service, such as sound system use, that will require an authorized person to assist you. These arrangements need to be made in advance.

This agreement on the part of a person or sponsored organization to use Fairfield Friends meetinghouse indicates a willingness to work with the staff of the meeting in using the building and facilities. A copy of the agreement will be given to the renter for their information.

Please read carefully each statement and initial where indicated. Please sign and date the agreement.

1. The fee will be as follows:
 - A. \$300.00 deposit (to be returned after satisfactory clean up approved by attending representative from the meeting.)
 - B. \$400.00 rental for the use of the meetingroom/facilities, except dining room and kitchen. Includes one rehearsal.
 - C. \$300.00 rental for use of the dining room and/or kitchen, with a representative from Women's Council present.
 - D. \$200.00 rental for use of the park.

2. You are responsible, even if a florist is used. The installation and removal of decorations are subject to supervision of the representative of the meeting. Pads must be placed under ferns, palms, and floral pieces. Only dripless candles may be used. Plastic must be placed under candelabras. Family pew markers, if used, must be fastened with ribbons or elastic in such a manner there will be no damage to the finish. Decorations may not be attached to woodwork or walls or placing anything on the piano. Fairfield Friends Meeting will not be responsible for any decorations left after the activities are over. Decorations for Saturday events must be removed no later than that evening. During the farewell ceremony, outside the building, use only birdseed, petals, or bubbles – absolutely no rice. _____

3. In event of a December rental, no Christmas decorations may be removed or disturbed.

4. No benches are to be removed or rearranged in the meetingroom. I agree during the use of the building/facility any items moved or removed will be returned to their original place.

5. Outside caterers may be used if the reception is at Fairfield. If using the kitchen, it must be cleaned and returned to original condition. _____
6. I understand no food or beverage may be served in carpeted areas. _____
7. I understand there will be **no smoking or serving of alcoholic beverages in the meetinghouse or on the grounds.** _____
8. I understand all areas of the meetinghouse and grounds will be left clean. All ribbons, petals, paper, etc. will be picked up and placed in the dumpster. _____
9. I release and indemnify Fairfield Friends Meeting, its membership, and its agents against any injury to property, my guests or me that may occur during the use of the building/facility or Fairfield property. _____
10. If there is damage or clean up beyond your \$300.00 deposit, you are liable for those additional expenses. All damages that may occur during your use of the building/facilities will be repaired or replaced by us (at your expense) to the satisfaction of the Fairfield Property Trustees.

11. I have read and received a copy of this Fairfield meetinghouse/facility rental agreement and agree to follow its terms. _____

If you have any questions or requests not covered in the above agreement, please discuss with Fairfield's representative before you sign.

Signature

Date

Fairfield Representative

Date