



**WESTLAKE UNITED METHODIST CHURCH
704 JOHNSON STREET
WESTLAKE, LA 70669**

Rental Agreement for the Pomeroy Center

Name of Renter: _____

Date Requested: _____ Time: _____

Person Responsible: _____ Church Member: Y / N (Must be host/hostess)

Home Phone: _____ Work Phone: _____

Second Person Responsible: _____

Home Phone: _____ Work Phone: _____

Facility Needed: Pomeroy Center Only _____ Pomeroy Center & Kitchen _____

Rental Fees

Center Only – 4 hours maximum with 2 hours prior for decorating. Must be cleaned and vacated by 10:00 p.m. \$100.00 _____

Kitchen Use - \$ 50.00 _____

Refundable Clean and Key Deposit \$175.00 _____

Amount Paid: _____ Date: _____ Check #: _____ Cash: _____

**I expect to leave the Pomeroy Center in the same condition as I found it when I rented it.
I have read the Center's Rules and Regulations
and agree to adhere to all policies and procedures**

Renter's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____

Date Keys Picked Up: _____ Date Keys Returned: _____

<p>Contact Numbers:</p> <p>Westlake UMC: 433-8424 (Church Office 9 am – 1 pm) David VanWinkle: 337- 309-0434 (Trustee Chair)</p>	<p>Facility Inspection---Comments on Condition of Facility after event.</p> <p>Refundable deposit---Released _____</p> <p>Refundable deposit---Forfeited _____</p> <p>_____</p> <p>Date Inspected: _____ Inspector's Signature: _____</p>
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