Hudsonville UCC

4950 32nd Ave.
(616) 669-1295
treasurer@hudsonvilleucc.org

Recurrent Rental Fees: Non-Members

Hudsonville UCC is pleased to be able to provide a safe, affordable facility to host your events and activities. It is expected that, as we treat our community members with dignity and respect, that our building and its facilities be treated with the same kindness. Hudsonville UCC staff will be available to help accomplish your goals, schedule your meetings and help with any questions you may have.

Approval: Please check with office staff using the contact info above to schedule and make sure the rooms you require are available.

Fees:	Room Fees:	Per Event
Gym	$60/Hour $100/2-hour time slot	
Commons/Great Hall	$250/2-hour time slot (up to 100 people) $350/2-hour time slot (100+ people)	
Parlor	$50/Hour	
Youth Room	$75/Hour	$60/Hour if recurrent
Kitchen	$75/Hour Stand-alone rental $50, non-refundable, when combined with other rental	
Cleaning Services	There is a **required** $50 refundable* security deposit for each rental term. *If space is returned in the same state as received upon arrival.	

Time Slots: Renter may lease a 2-hour time slot in lieu of an hourly rate. These times include time allotted for set up and clean up, unless otherwise agreed upon.

Clean Up: Any decorations, food or trash brought in by the renter must also be removed by the renter. Any chairs or tables used that belong to the church must be brought back to their storage areas.

Recurrent Use: Any renter who would like to set up weekly, bi-weekly, or monthly events must pay for ALL the previously scheduled and agreed upon days.

Term Changes: Any changes desired to rental agreement dates must be communicated a minimum of two weeks in advance. Date changes will be made at the discretion and approval of the Rental Coordinator and calendar availability.

Refunds: Any rental date that is scheduled and canceled by the renter must be paid per rental agreement. Dates and times of cancellation will receive offers to reschedule at no charge, but no refunds or credits will be given nor should be expected.

Contract Terms: No children (anyone under 18 years old) may rent or be alone in the building without an adult (18+) to supervise.

Facilities: All groups/organizations must reserve use of facilities. There is an additional charge for use of Hudsonville UCC facilities.

Facilities Request for Non-Members
Hudsonville UCC

Event Information:

Date:_____ Day(s) of Week:_____

Organization/Group:_____

Contact Info: Email:_____ Phone #:_____

Time of Event- Start:_____ End:_____

Set Up Time:_____ Clean Up Time:_____

Room(s) Requested:_____

Food Served? Yes:___ No:___

If applicable, catered by: _____
(Must be approved by Kitchen Director)

The group/organizations listed above acknowledges and agrees that it will hold harmless, indemnify and pay for the defense of Hudsonville UCC from and against all liability, claims, demands, fees, causes of action of any kind, expenses (including, but not limited to, attorney's fees of indemnity's council) that arise for Hudsonville UCC as a result of the use contracted herein. Hudsonville UCC may require a certificate of insurance in the amount of at least $1,000,000 general liability coverage, including blanket contractual liability coverage, with Hudsonville UCC named as an additional insured.

All groups/organizations shall be responsible for all damage to or loss of property, including that which belongs to Hudsonville UCC staff and ministry organizations during the use of the facility.

Hudsonville UCC is NOT responsible for any lost, stolen or damaged items. Hudsonville UCC reserves the right to deny rental or use of its facilities to any group.

The group/organization listed above will be asked to sign this statement acknowledging their willingness and understanding of the compliance with HUCC Safe Church policy, which are available for review in the Kitchen or Office.

I, representing the group/organization listed above, agree to the terms listed above and agree to say the fees shown in the General Facility Use Policies.

Print Name:_____ Title:_____

Signature: _____ Date:_____

Please sign and return with deposit within 15 days for confirmation.

Facility Rental Invoice

Room Requested_____ Fee:_____

Room Requested_____ Fee:_____

Room Requested_____ Fee:_____

Total Due:_____ Date Due:_____

Payments: All payments can be made with check, Paypal, or Venmo

- Paypal: @HudsonvilleUCC
- Venmo: @huducc
- Checks made out to “Hudsonville Congregational UCC”

$50 refundable* deposit required for all rentals is due **one week** before the event.

*If there is no damage to the church property and cleaning requirements listed above are met (space returned in the same state as received), deposit refunded at the end of the event for one time rentals; deposit applied to total balance for recurring rentals.

A $50 cancellation fee will be applied if cancellation occurs within 30 days of the event.

Office Use Only

Date Form Received:_____ Date Paid:_____ Amount Paid:_____

Request Approved By: _____

Initial: _____ Date: _____

Amended August 21, 2026