



Initial: \_\_\_\_\_

515 Harry Street  
Conshohocken, PA 19428  
(610) 828-3266  
www.thefellowshiphouse.org

**BUILDING RENTALS**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**Type of Rental**

- Conference Room (\$50.00 per hour)
- Gymnasium & Activity Room (\$80.00 per hour)
- Multi-purpose & Kitchen (\$100.00 per hour)
- Weekend Night Parties (\$125.00 per hour)
- Entire Building – when available (\$225.00 per hour)

All arrangements for scheduling an event must be made in person at the Fellowship House. A security deposit equal to one (1) hour’s rental (depending on type of rental) will be due when scheduling an event. This security deposit will be deposited and the difference is due after the event, when a member of the Fellowship House Staff has inspected the area to make sure all cleanup requirements have been met and that no damage has been done.

**NO ALCOHOL IS ALLOWED FOR ANY PARTY AT THE FELLOWSHP HOUSE.**

**Cancellation Policy**

Cancellation or changes to the reservation must be made one (1) week in advance. Failure to comply will result in security deposit not being refunded.

**Cleanup Policy**

1. You have a half-hour after scheduled event to clean up.
2. All trash must be bagged and placed by the door.
3. Tables must be wiped down.
4. Floors must be swept and sticky spots and spills must be mopped.
5. Kitchen must be wiped down and swept.

**SPECIFICS**

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Booking Event

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fellowship House Staff Member