

LIFE LUTHERAN CHURCH
RULES & REGULATIONS OF RENTAL & FACILITY USE

GENERAL POLICIES

	Rental for Member	Rental for Non-member	Time	Security Fee	Seating Capacity
Sanctuary	Free	\$200.00 (\$150/additional hour)	Up to 4 hours	\$200.00	Max. 110 persons
Social Hall	\$200.00 (\$150.00/additional hour)	\$400.00 (\$150.00/additional hour)	Up to 4 hours	\$250.00	Max. 100 persons

* An addition of \$100.00 is charged for the Event Coordinator

Optional Service:

- Janitorial Service: \$100.00/event
- Baby Sitting: negotiable upon request

Cancellation Policy:

- Full Refund – 90 days or more before the event.
- No Refund – less than 90 days before the event.

Deposit, Rental Fee and Other Charges:

- A 50% deposit of the total charges is required to hold your reservation. (Please write a check payable to Life Lutheran Church)
- The balance of the total charges will be due 14 days prior to the scheduled event date.
- The security fee is required for each event. (Please write a separate check payable to Life Lutheran Church). The security fee will be refunded to you if there is no damage to our facility after the event.
- Janitorial service will be deducted from the security deposit if you and your caterer does not clean up and dispose of all food, supplies and trash before leaving the premises.
- \$ 26.00 will be charged for each returned check.

The following terms are required for a full refund on security fee:

- Adhere to Life Lutheran Church’s rules and regulations.
- Remove all decorations, personal property, and rental equipment from premises.
- Place all equipment, tables and chairs, supplies to the designated area or storage space.
- Clean up and dispose of all food, supplies and trash before leaving the premises.
- Dispose all used glass, plastic, and aluminum to a recycle bin.

Renter’s Initial _____

Failure to follow any or all of the rules listed will result in loss of partial or all of your security deposit. If there is physical damage to the building, floors, furnishings and equipment, your security deposit will be retained until the cost of the repair and/or replacement can be determined and deducted from your deposit. If the cost of repair and/or replacement exceeds the deposit of Security Fee, such additional sum shall be immediately due and payable.

OTHER RULES AND REGULATIONS

OCCUPANCY: The maximum attendance is not allowed to exceed legal occupancy limits.

INSURANCE: A proof of insurance is required for all events.

SETUP AND BREAKDOWN: The client is responsible for setting up and/or taking down the tables and chairs within the contracted time period. All deliveries and pick-ups must be scheduled within the contracted time period.

REHEARSAL: If your event requires a rehearsal, time is pre-scheduled at no extra charge. Please specify this request on the application form, and the rehearsal time limits to one and half hour.

ALCOHOLIC BEVERAGES: Beer and wine may be served in the premises with advance permission. All Federal, State, or City laws regarding use of alcoholic beverages apply.

FOOD & DRINKS: Food and drinks are not allowed in the Sanctuary. If you wish to serve refreshments, you must rent the Social Hall.

KITCHEN: No food preparation is allowed on the premises, except beverage preparation. Two electric water urns are provided.

DOORS & EXITS: No blockage to doors, stairways and exits is allowed. Doors and exits should be kept closed whenever the heater is on.

SECURITY: We will not rent the facility to any individuals under 21 years of age. Groups with a majority of guests under 21 years of age must have guardian or parent present at all times.

CANDLES: Candles may be used only with the permission of Life Lutheran Church.

DECORATIONS & SIGNS: No tape, tacks, nails, staples, or screws may be used on floor or walls. Remove all decorations and signs from premises after the event.

Renter's Initial: _____

Life Lutheran Church
Rules & Regulations of Rental and Facility Use

BARBECUING: No barbecuing is permitted in any area of the premises. No deep-frying or propane cylinders are permitted on premises.

SMOKING: No smoking is permitted in any area of the premises.

MACHINES: Fog machines, smoke machines, bubble machines and dry ice are not allowed inside of the building.

TRASH: Trash should be bagged and taken away for disposal by renter; all floors should be swept and tables wiped clean before renter leaves the premises.

PARKING: Limited parking is available on site.

DOGS: Dogs are not allowed in the building. The only exceptions are Guide Dogs for the Blind and Assistance Dogs for the Disabled.

LOSS & THEFT: Life Lutheran Church is not responsible for any loss or theft of any personal or rental items belonging to or used by the caterer, lessee, and/or guest of the lessee.

By signing below, I/We indicate that I/we have read and understand the above RULES & REGULATIONS OF RENTAL AND FACILITY USE and agree to its terms and conditions.

Signed this day _____ 20 _____ Renter's Signature: _____

Name and Address where to send security deposit refund (if applicable):

Name: _____

Address: Street _____ Suite # _____

City _____ State _____ Zip _____

(Revised 2/28/2009)