



**RENTAL AGREEMENT FOR CHURCH FACILITIES
(NON-ACTIVE MEMBER)**

Name: _____ Group Representing: _____

Address: _____

Phone: _____

Email: _____

Description of Event: _____

Date of Event: _____ Begin: _____ End: _____

Number of people attending: _____ Age Group: _____

of tables: _____ # of chairs: _____

Notes: _____

RENTAL FEES :

Fellowship Hall (Includes custodian)	\$300 (4 hours)	_____
		Initial here

\$500 (8-hours)	_____
	Initial here

RENTAL FEES AD ON'S:

() Kitchen	\$150 (4 hours)	\$250 (8 hours)	_____
			Initial here

() Classroom	\$50 (4 hours)	\$100 (8 hour)	_____
			Initial here

FACILITY USE AGREEMENT:

- Divinity Lutheran Church (DLC) reserves the right to refuse rental of facilities to organizations and persons who are not in sympathy with DLC’s principles and values.
- All decorations, staging and equipment must be broken down and removed immediately following the event. We do not allow tape on our painted surfaces.

TERMS AND CONDITIONS:

- Balance due must be paid in full one week prior to event.
- The kitchen and hall/classroom are to be left in clean condition. All garbage is to be bagged.
- Wine/champagne is permissible to be served only if provided by the party hosting the event. **No other alcoholic beverages (beer/liquor) or sale of any alcoholic beverage is permitted.**
- Any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Parish Administrator.
- ALL areas of the facility should be left as it was found -- kitchen, bathrooms, classrooms, etc. (see checklist)
- THE RENTAL PARTY SHALL SAVE AND HOLD HARMLESS DLC FROM ANY LIABILITIES AND/OR RESPONSIBILITIES ARISING DURING THE OCCUPANCY AND USE OF THE FACILITIES AND ITS RELATED AREAS.

DAMAGE ASSESSMENT:

- Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented will be charged to the renter.

We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use church property, not to allow removal of any church property and to remove any property/belongings brought into the church when the rental period is over.

Any infraction of this agreement will result in immediate cancellation of this event and/or the denial of further use of the church premises.

Approved by Divinity Lutheran Church:

Applicant

Date

Parish Administrator

Date