



**EMMONS**  
LUTHERAN CHURCH  
NORTH AMERICAN LUTHERAN CHURCH

# **Building Use & Rental Agreement Form**

**Adopted by Council and placed into effect: April 13, 2023**

## **Building Use Approval Process**

1. The purpose of use including any event content must not be in conflict with Emmons Lutheran Church's (ELC's) mission and core values.
2. Rental of the ELC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
3. Rental Request & Approval
  - a. Complete the Building Use Policy & Rental Agreement Form (this form) to start the rental process and submit to Heidi Christenson, Administrative Assistant at ELC.
  - b. The deposit (see amount below) in a separate check will be required to secure the facility. ELC reserved the right to keep the deposit in the event that there is breakage, damage, or failure to restore building to original condition. All payments: please make checks out to "Emmons Lutheran Church."
  - c. FINAL PAYMENT is due the week of the event.

## **Building Use Policy**

1. ELC functions and activities have priority over other renters. Rental applications are considered in the order received.
2. In the case of ongoing use, such as weekly or monthly rental of facilities, ELC reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the group.
3. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
4. No alcoholic beverages or controlled substances are allowed in the building or in the parking lot or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
5. Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
6. Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.
7. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
8. At the conclusion of each event, upon leaving the building, you must make certain that:
  - a. All light and appliances are off (make sure gas stove knobs are in the "off" position).
  - b. All doors are locked.
  - c. Garbage and trash is disposed of properly in dumpster on the south side of the church.

- d. The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
- e. The floor is picked up and tables are washed off.
- f. If the kitchen is used:
  - i. All eating and preparation surfaces are washed clean.
  - ii. All dishes or other kitchen items are washed, dried, and put away.
  - iii. No food items are left on the premises or in the refrigerator or freezer.
9. ELC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold ELC harmless from all third-party claims, liability or damages arising out of such.
10. ELC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

## **Rental Deposit & Fees**

1. The facility is considered reserved when the deposit is made.
2. Room rental fees will be assigned based on specific room request in accordance to the Rental Chart schedule below.

**\*Signed by Person Responsible for Event: Agrees to Emmons Lutheran Church's building regulations.**

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Facilities Rental Form

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date & Time Requested (including your set up and clean up): \_\_\_\_\_

Purpose of Facility Usage: \_\_\_\_\_

## Room Rental Cost

Please Circle Below the location(s) you wish to secure	ELC/Community Event/Non-Profits	Member	Non-Member	Cost
Security Deposit	No Charge	\$50 (separate ck)	\$200 (separate ck)	
Large Social Hall/Kitchen	No Charge	\$75	\$125	
Sanctuary (Funeral)		No Charge	\$200	
Sanctuary (Recital/Event)	No Charge	\$25	\$200	
*Audio Visual Technician	No Charge	\$50	\$50	
*Wedding Package #1		\$150	\$300	
*Wedding Package #2		\$225	\$450	
			<b>Total Due:</b>	

\*Audio Visual Technician - If using A/V equipment, a technician is needed.

\*Wedding Package #1 includes use of the Sanctuary & changing rooms, a staff member being present to operate audio & visual for rehearsal and wedding ceremony.

\*Wedding Package #2 includes use of the Sanctuary, changing rooms, Large Social Hall & Kitchen, a staff member being present to operate audio & visual for rehearsal, wedding ceremony, and reception.

**\*Signed by Person Responsible for Event: Agrees to Emmons Lutheran Church's building regulations.**

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only*	Amount	Date Received	Ck# or Cash	Church Personnel
Security Deposit				
Security Deposit Returned				
Fees Collected				

Approval Signature: \_\_\_\_\_

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

Assigned Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

