

## Application for use of Faith Lutheran Church

- 1) Please indicate which spaces you wish to use (all rates are based on an 8-hour or less time):
  - a. The rental fee for the use of the Large Classroom (FC-3) is \$75.00.
  - b. The rental fee is \$150.00 for the contemporary sanctuary (Life Center) & adjacent kitchen.
  - c. The rental fee for the traditional sanctuary and adjacent fellowship area is \$150.
  - d. The use of additional small classrooms will be \$25 each. Number needed: \_\_\_\_\_
  
- 2) There will be a \$100 charge required for cleanup of sanctuary/kitchen rental, \$25 for the large classroom (FC-3), and \$10 per small classroom.
  - a) There is no charge if areas used are cleaned up and left in pre-rental condition.
  - b) If the party or individual would rather not cleanup, the custodian will do it and receive the clean-up fees.  
Would you prefer to:  
Pay the custodian to clean for you? \_\_\_\_\_ Or clean the church yourself? \_\_\_\_\_
  - c) All food and drinks shall remain in the classroom, contemporary sanctuary, and/or kitchen. No food or drinks shall be used in the hallways, narthex, or traditional sanctuary.
  - d) The party or individual will be responsible for any damage to the property. This includes glass breakage.
  
- 3) All food and supplies will be delivered through either of the entrance doors to the Peters Family Life Center for use of the north end of the campus. All food and supplies will be delivered through the east entrance (near the south kitchen) for rentals of that space. No alcohol is allowed in the facilities. No firearms are allowed in the facilities.
  
- 4) Furniture, if moved, is to be returned to the original location in which it was found.
  
- 5) Renters will be considered on an individual basis. For recurrent rentals, approval of any future use will be contingent upon satisfactory use during previous rentals.

Name of group using the facility: \_\_\_\_\_

Date for use of facility: \_\_\_\_\_ Time for use of facility: \_\_\_\_\_

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Signature of the person responsible

Date

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Mailing Address

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Phone Number

**Approvals**

\_\_\_\_\_ (Property Board Chairperson Signature) and DATE \_\_\_\_\_

\_\_\_\_\_ (Church President or Vice-President Signature) and DATE \_\_\_\_\_

After this agreement has been completed, the Office Manager will make and distribute copies to the following:

- Church Office (keep original)
- Representative/Individual Making Request
- Properties Board Chairperson
- Custodian
- Church President
- Church Vice-President