

**IMMANUEL LUTHERAN CHURCH PARISH HALL
RENTAL PROCEDURES**

1. Church activities have priority over all other activities.
2. When one of the auxiliary organizations of the church meets, serves a meal, hosts a rally, zone meeting, conference, etc. there is no charge.
3. Rental rates:
Reservations **MUST** be made in advance. The reservation calendar is kept in the church office. Deposit and fee payment is to be made when the reservation is put on the calendar.

	<u>Members</u>	<u>Non-Members</u>	<u>Deposit</u>
A. Upper level banquet area and kitchen:	\$150	\$300	\$100
B. Lower level banquet area and kitchen:	\$50	\$100	\$50

4. The deposit will be returned only when the key is returned to the office and the rented area has been properly cleaned.
5. The above fees mean that the parties using the facilities are responsible for setting up and taking down all tables and chairs according to the set up of the respective area, sweeping the floors, picking up the litter and leaving the building and grounds as found. All doors are to be locked upon leaving. All lights need to be turned off. A person in charge must sign for the key.
6. The Board of Trustees, Pastor or congregational designee reserves the right to deny access to the Parish Hall to any individual or parties they deem necessary.
7. All activities (rented or non-rented) should be entered on the schedule calendar by the secretary, Pastor or DCE on a first come first served basis. Regular congregation activities (LWML, LYF, Ladies Aid, Fellowship Club, etc.) will be entered onto the church calendar by the secretary. At this time the name, address and telephone number of the person (21 or older) who is making the reservations and who will be responsible for the activity will be noted.
8. **NO ALCOHOLIC BEVERAGES PERMITTED AND NO SMOKING IS PERMITTED INSIDE OF THE BUILDING.**
9. Any situation not covered by the above rules will be decided by the Board of Trustees.
10. Cancellation may be subject to a charge (i.e. deposit or rental fee), decision will be made by Board of Trustees.

 I agree that our group will follow the guidelines listed above. _____ Lower Level
 _____ Upstairs

Today's Date	Signature	
Rental Date	Address	Rental Fee
	Phone	Security Deposit

Complete when returning the key after rental:
 _____ The area used was cleaned and returned to its proper order.
 _____ The following explains any broken items or injuries.

Signature Date