Marco Lutheran Church
525 N. Collier Blvd.
Marco Island, FL 34145

FACILITIES RENTAL RATES 2024

GREAT ROOM (up to 4 hours)
Up to 99 persons	**$200**
Up to 200 persons	**$400**
More than 200 persons	**$500**
Each additional hour after 4	**$30** per hour

CHOIR ROOM (up to 4 hours)   **$50**
Up to 20 people	
Each additional hour after 4	**$10** per hour

CLASSROOM or CONFERENCE ROOM (up to 4 hrs)   **$30**
Up to 15 people	
Each additional hour after 4	**$10** per hour

CUSTODIAL FEES and/or   **$100** outside of office hours
TECHNICAL ASSISTANCE   **$100** outside of office hours

NOTE: A cleaning fee of $100 will be charged if required after the meeting if your group does not leave the room as it is found.

ROOM USAGE RATES TO NON-PROFIT
Marco Lutheran is available to non-profits to use the facilities on a reduced fee basis. Requests will be handled as our calendar schedule allows, with church functions taking precedence over outside requests. The fee for the **Great Room use is $50 for up to 4 hours** and **$20 for up to four hours for all other rooms.** Extra hour fee is the same as for general rentals above. This fee is to offset the costs incurred by the church such as lights, air conditioning, facility & furniture use, etc.

- There is No set up charge for room usage if it is during office hours.
- Opening / Closing / Set-up outside of office hours will incur an additional fee of $100.
- Technical assistance needed outside of office hours or during your meeting will incur an additional fee of $100.

GROUP_____

DATES/S OF RENTAL_____

TOTAL PAYMENT (taken at time of reservation)_____

CHECK #_____   CASH_____

GREAT ROOM USAGE

Content – the content of all events held at Marco Lutheran Church must be appropriate for being held in a church building. Marco Lutheran reserves the right to cancel, at any time, events and performances deemed inappropriate to be held in a church building.

_____**(initials)**

SPECIAL CONSIDERATIONS

Facilities use during non-business hours: opening and closing the church before or after regular office hours which are Monday – Thursday 8:30 am – 4:30 pm and Friday 8:30 am 2:30 pm (In season, 8:30am-12:30pm out of season) You must arrange with the Facilities Manager to use our building outside of office hours or on weekends. The Facility Manager may ask your group to move to another room to accommodate a group that needs the space for a church-related event. Thank you for your cooperation**.**

_____**(initials)**

INSURANCE

The user is responsible for safeguarding the facility during usage and assumes all responsibility for accidents, injury, or death during the period of use. The user must provide proof of insurance naming Marco Lutheran Church as the insured in the amount of **$1,000,000.00.**
THE RENTOR MUST INDEMNIFY AND HOLD HARMLESS THE CHURCH, ITS MEMBERS, EMPLOYEES, AGENTS, ETC. IN THE PROVIDED INSURANCE DECLARATIONS.

_____**(initials)**

CHILDREN/YOUTH SAFETY POLICY

We do not allow only one child with only one adult in this facility at any time.
There must be at least one adult for each 10 children at every event. Doors must remain unlocked and door windows must remain uncovered when children are in a room with an adult.
All adults must have a valid background check to work with children. *Non-MLC groups are responsible for running their own background check and signing a statement stating as much*.

_____**(initials)**

USAGE POLICIES

- Beer, wine & champagne are the only alcoholic beverages allowed on the MLC campus.
- No alcoholic beverages may be sold on the MLC campus.
- Use of audio/visual equipment must be arranged in advance.
- Use/access of sound equipment only by MLC operators.
- Food/drinks may be served only when the room is set up for banquet style only seating.
- Only water may be served when the room is set up theater style.
- No smoke or fog machines are permitted.
- No confetti or glitter on church property.
- No push pins, nails, or tacks may be used on any walls.
- If tape is used to secure decorations, please use painter's tape, and remove at the conclusion of the event.
- All garbage must be bagged and placed in the outdoor trash cans at the end of each performance. This includes ALL ROOMS USED.
- Tables and chairs must be wiped down prior to storage.
- Bathrooms must be left as found.

WE/I UNDERSTAND AND AGREE TO COMPLY WITH THE AFOREMENTIONED POLICIES AND PROCEDURES FOR UTILIZING MARCO LUTHERAN CHURCH FACILITIES. WE/I AGREE TO HONOR ALL FEE SCHEDULES AND TO RESPECT THE PROPERTY OF THE CHURCH.
THIS AGREEMENT IS NOW NON-ASSIGNABLE AND NON-TRANSFERRABLE.

RESPONSIBLE PARTY PRINTED NAME_____

SIGNATURE_____

I, _____, understand Child Protection is of utmost importance. I verify that ALL ADULTS with any association to my organization or event, whether paid or volunteer, that are serving in a position with children or youth under the age of 18, have been cleared with a valid background check which I will keep on file for the protection of all parties involved. I agree to provide Marco Lutheran Church with a copy of that background check if any legal proceedings arise now or in the future with regards to this contract.

SIGNATURE_____**DATE**_____

Please give a description of the event:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

CHURCH STAFF & CHURCH MEMBERS
MLC FACILITIES USE / ROOM RESERVATIONS REQUEST 2024

Contact Name_____Committee/Board Name_____

Contact Telephone_____ Contact Email_____

Event Name_____Event Date(s)_____

Reoccurring event?   YES   <u>NO</u>   Every_____from_____to_____

Event start time_____   End time_____

PLEASE SUPPLY PROOF OF INSURANCE

Circle room (s) needed. If multiple rooms are needed simultaneously, circle all that apply.
(If multiple rooms are needed at different times, please use a different form for each room request.)

GREAT ROOM/STAGE	**KITCHEN**	<u>**CHOIR ROOM**</u>
CONFERENCE ROOM	**SANCTUARY** **CLASSROOM**	**ENTIRE CHURCH**

Do you need any special services? (stage lights, screen projection, computer/audio/visual, streaming)   YES   NO

If YES, please describe_____

_____

_____

Expected attendance_____   Using a caterer?   YES   NO
Describe seating and/or table arrangements or set-up request (diagram any special set-up needed on reverse or attach a sketch) (Please be prepared to assist with your won set-up & tear down, if needed)

_____

_____

_____

FOR CHURCH OFFICE & BOARD OF PROPERTIES USE

OFFICE
Room (s) available at time of request?   YES   NO   Room conflict_____

Alternate availability_____

Date event was added to:
COMPUTER:_____   WEBSITE_____   OFFICE BOARDS _____

SPECIAL
INSTRUCTIONS_____
_____
_____
_____

SPECIAL SEATING/TABLE ARRANGEAMENTS OR ROOM SET-UP DIAGRAM