

MESSIAH LUTHERAN CHURCH
COMMUNITY RECREATION CENTER
RENTAL PRICING

RECURRENT EVENTS

Deposit (refundable)	\$50.00
Cost Per Hour	\$30.00

SINGLE EVENT CRC (250 people)

Deposit (refundable)	\$200.00
Cost Per Event	\$350.00

SOCIAL HALL (50 people)

Deposit (refundable)	\$50.00
Cost Per Event	\$150.00

Rental Agreement for Messiah Lutheran Church

Renter _____

Address _____ Phone _____

Contact Person _____ Email _____

Date(s) _____ Time(beginning) _____ (end) _____

Areas to be Rented

Alcohol Served

_____ Community Rec Center

_____ Yes

_____ Social Hall

_____ No

	AMOUNT	PAID	DATE	
DEPOSIT (Refundable)				
RENTAL FEE				
OTHER FEES				
TOTAL				

I accept, and understand, the fees associated with my rental agreement.

Renter's Signature _____ Date _____

Office Signature _____ Date _____

Rental Policy for CRC & Social Hall

LIABILITY RELEASE: In consideration of Messiah Lutheran Church allowing the Renter to use our facilities, I, the undersigned, do hereby release, forever discharge and agree to hold harmless Messiah Lutheran Church, from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred while renting our facilities. Furthermore, I, as the Renter, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of any guest participation in activities held during the duration of the event(s). The undersigned further hereby agree to hold harmless and indemnify Messiah Lutheran Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of the Renter, including expenses incurred attendant thereto.

DEPOSITS: Renters will have their deposit returned to them if no property damages occurred during the duration of event, as well as the space left in a proper cleanly manner (see checklist). Unless specific arrangements are made with the Church Office, all deposits must be in the form of a check. Your check will be either returned or destroyed only after the attached checklist has been signed by the Renter and a representative of Messiah Lutheran Church. Deposits are to be due to the Church Office at the signing of rental agreement. Scheduling arrangements are not final until the deposit is received by the Church Office.

NON-MEMBER: a reservation deposit of 50% down and the refundable deposit fee is required of the sum total listed at the time the reservation is made. The final balance is due 14 days prior to the event. If a cancellation occurs within 30 days prior to the event, Messiah Lutheran Church will acquire the deposit.

MEMBERS: will be charged 50% of the sum total of the non-member rates listed. The refundable deposit charge will remain the same amount for all members. In order to receive the member rate, the member's signature must be on the rental agreement. If a cancellation occurs within 30 days prior to the event, Messiah Lutheran Church will acquire the deposit.

RECURRING RENTAL: is \$30 per hour with a \$100 refundable deposit. A re-occurring reservation deposit of 50% down and the refundable deposit is required at the time the re-occurring reservations are made. The final balance is due on or before the final session. If a cancellation occurs a 24 hour notice must be provided to receive a refund.

SETTING UP: The Renter is only authorized to set up for the event on the day that the event is being rented. Should the Renter desire to set up the day prior to the event, it will be carried-out as though it were two separate events, and therefore charged accordingly. All decorations must be approved by a representative of Messiah Lutheran Church. Thumbtacks, nails, duck-tape, and glue may not be used on any walls.

NO SMOKING: The use of drugs and tobacco products are prohibited anywhere on the property of Messiah Lutheran Church.

I agree, adhere to, and fully understand, the polices stated above.

Renter's Signature _____ Date _____

Office Signature _____ Date _____

Alcohol Policy

LIABILITY RELEASE: In consideration of Messiah Lutheran Church allowing the Renter to use our facilities, I, the undersigned, do hereby release, forever discharge and agree to hold harmless Messiah Lutheran Church, from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred while renting our facilities. Furthermore, I, as the Renter, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of any guest participation in activities held during the duration of the event(s). The undersigned further hereby agrees to hold harmless and indemnify Messiah Lutheran Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of the Renter, including expenses incurred attendant thereto.

ADHERENCE TO THE LAW: Any actions that violate federal or state law is strictly prohibited. The sale or consumption of alcoholic beverages where money is exchanged is prohibited. Underage drinking is prohibited and must be enforced. Should the violation of state or federal law occur, the Renter assumes full responsibility for all guests present at the event. No alcohol is permitted outside the building of Messiah Lutheran Church.

INSURANCE: Renters will provide Messiah Lutheran Church with proof of insurance coverage by either extending the liability from their homeowners/renters insurance policies to include Messiah Lutheran Church for the duration of the event, or if no insurance policies exist, a single day liability policy can be purchased through certain insurance companies.

SECURITY: Any event where alcohol is present must retain one certified, uniformed, on-duty, Deputy for the duration of the event (from beginning to end). One Deputy is required when there is up to 150 attendees; and two Deputies are required for 151+ attendees at the event. The Renter is responsible for the charges associated with the cost of security (generally \$30/hr). Messiah Lutheran Church reserves the right to cancel the Renter's event should no Deputy be present at the event, or in instances where no arrangements have been made prior to the event.

I agree, will adhere to, and fully understand the policies stated above.

Renter's Signature _____ Date _____

Office Signature _____ Date _____

Rental Responsibility Agreement

_____ I will return all tables and chairs to the original places unless prior arrangements have been made with a representative of Messiah Lutheran Church.

_____ I will wipe off all tables, counters, and leave the sink clean and dry. I will wash and dry all the dishes and cooking equipment used and return them to their original locations. I will seek specific cleaning instructions should the range-top griddle be used.

_____ I will dispose of all the waste in sink into the trash.

_____ I will empty the refrigerator and freezer of all the food and beverages that I brought.

_____ I will remove all food, decorations, and everything I brought with me, including items left behind by event attendees. I understand that Messiah Lutheran Church is not responsible for lost or stolen items. I understand that items left will be discarded.

_____ I will gather and bag all trash and place trash bags in the parking lot dumpster.

_____ I will gather all recyclable items (plastic bottles, aluminum and metal cans, paper products, and cardboard) and place them in the provided recycling containers.

_____ I will promptly clean any spills that occur during the event.

_____ I will check the restrooms and be sure they are neat and tidy.

_____ I will close all the windows and doors and be sure that all lights and electronics are turned off and no water is left running.

_____ I will notify a representative should an issue arise with any property belonging to Messiah Lutheran Church.

I adhere to, and fully I understand, that should any of the above responsibilities not be done thoroughly, I assume the right for Messiah Lutheran Church to retain the deposit fee.

Renter's Signature _____ Date _____

Signature _____ Date _____
Messiah Lutheran Church Representative

For Office Use Only	
Was the deposit either destroyed or returned to the Renter?	
_____ Yes	Date _____
_____ No	Reason _____