

**LEBANON LUTHERAN CHURCH
APPLICATION / CONTRACT FOR BUILDING USE**

Date: _____

Application is hereby made for the use of church property as specified herein.

In the event permission is given to use such church property, the person or organization agrees to comply with the terms and conditions as set forth on the reverse side hereof; to compensate the church for any damage resulting from person or organizations (party) use thereof; and to save and hold harmless said church from any and all liabilities or responsibilities arising incident to the occupancy of said building, or portion thereof; it being understood and agreed that the church assumed no obligation respecting the user(s) of the premises by the person or organization (party).

1. Event or purpose _____
2. Date _____ Time from _____ to _____
3. Building and Rooms _____
4. Organization / party _____
5. Under control of (person responsible) _____
6. Approximate number of people involved in activity _____
7. **\$.100.00 deposit to hold date** (deposit goes toward the space rental / use) _____

Room Use fee \$ _____

Equipment Use Fee \$25.00 _____

Damage / Special Cleaning Deposit (Refundable) : **\$.300.00 returned after inspection of property and no additional clean up or damage has been incurred.**

Total Deposits / Fees _____

Refundable Donations: _____

8. **Payment in full is due prior to event date.**

Signed (Authorized Representative) _____

Residence _____

Home Phone _____

Cell Phone _____

Approved by _____

I have received a copy and agree to follow the Standard Operating Procedures (SOP's) for the use of kitchen space in accordance to the State of Michigan, County of Muskegon Health Department regulations.

Please contact the church office during normal business hours one (1) day prior to event to obtain the security code to the East entrance doors. If you are not familiar with church equipment, please plan on coming in to get instructions.

LIST OF CLEANUP TASKS

1. Garbage to be taken to the dumpster
2. All dishes, containers and coffee urns must be cleaned.
3. All counter tops must be clean and free of debris.
4. Turn off dishwasher. Leave dishwasher door open slightly.
5. Turn off coffeepot in front. The coffee machine is on a time and will automatically shut off the system after 4 hours.
6. Turn off all exhaust fans.
7. Turn off all lights, including bathrooms. Check stalls etc. for messes. Wipe down counters
8. Return equipment and furniture to locations you found them in.
9. Take all food with you or date food so we know when we can throw it out. Identify your food on container so that we do not throw it out by mistake. Tape and markers are in drawer under the microwave.
10. Mop and sweep any obvious spills. Utensils in walk-in pantry. A vacuum cleaner is located in the fireplace closet. Please vacuum any large areas of debris left by your group.
11. Please contact Church Office in regard to linens. Please wash linens and make sure they are Brought back to church immediately. This is very important.
12. Do not leave anything on the stoves (no pots or kettles) because we have constant pilot lights.
13. Any equipment from Church or kitchens must be checked out through the office. **A \$25.00 use fee is required for members and non-members.**
14. **No rice thrown inside or outside of church. Birdseed only outside.**
15. Lock all doors when leaving.
16. Must provide adult supervision. Candles are not allowed. You may use battery or solar powered lights only. **YOU ARE RESPONSIBLE FOR ANY ITEMS DAMAGED OR DESTROYED DURING YOUR RENTAL PERIOD.**
17. Clean can openers (including the blades, and lid clamp) to be free of food particles and spillage

EQUIPMENT USAGE BY MEMBERS AND NON-MEMBERS

Kitchen equipment available to members or by special permission to non-members: \$25.00 fee applies

Silver tea service

New Dishes

Chafing Dishes

Punch Bowl/cups

CHARGES FOR CHURCH USE

	Members	Non-Members	Small Private
Pastor		\$200.00	\$100.00
Organist	(see organist for fees)		
Sanctuary		\$250.00 (or Pastor's discretion)	
Lounge		\$100.00	
Kitchen		\$100.00	
Upper Hall		\$100.00	
Basement		\$100.00	
Damage/Cleaning Deposit	\$300.00	\$300.00	\$300.00

Deposits: A \$100.00 deposit will be required to hold your date. This fee will go toward your total use fee.

Members/Non-Members: A \$300.00 damage/cleaning deposit will be required before your event. This deposit will be refunded to you after the building has been inspected and no damage or cleaning required. Any additional damages beyond the deposit, will become the responsibility of the contract signer.

Example: Sanctuary use : \$100.00 deposit to be applied to total use fee of \$250.00
150.00 remainder of space use fee

PLUS an additional \$300.00 refundable security deposit for damages

Total due prior to event date: \$550.00