

COLLEGE HILL LUTHERAN CHURCH FACILITY RENTAL

Rental groups/ Activity types

1. Official CHLC and BMC activities
2. CHLC and LSF members (personal use)
3. University affiliated
4. Others

Group 1. No charge

Groups 2 & 3. \$25.00 refundable deposit and clean up required.*
Typically no charge (review by staff).

Group 4. \$25.00 refundable deposit and clean up required.*

Rental fee ½ day (up to four hours)	\$50.00
1 day (more than four hours)	\$100.00
Kitchen: (to serve only)	no charge
\$25.00 refundable deposit and clean up required.*	
Use of kitchen facilities	\$50.00

*Custodial fees may be arranged if the rental party does not prefer to clean up.

FACILITY AREA RENTAL OPTIONS

Fellowship hall/upper level: Large spacious area with seating capacity, at tables, for 225 individuals. Adjacent to well furnished kitchen, food serving area and restrooms.

Kitchen: roomy area with stove, double oven, commercial dishwasher, microwave oven, dishes and silverware to serve 216.

Student lounge/lower level: Large spacious area with conversational seating of sofas, stuffed chairs, TV with VCR and DVD. Small area with tall tables and stools. Located near a kitchen and restrooms.

Meeting rooms/lower level: Four rooms of various sizes, each with tables and chairs of varying number.

Fireside lounge/lower level: Small area with informal seating (sofas and occasional chairs) seating for 12-15.

Game room/lower level: pool table, foosball, ping pong, and tables for board games.

STATEMENTS OF FACILITY USE

Facility is handicap accessible.

Parking is available on premises for 23 cars.

Advance booking is encouraged.

The church facilities may not be used as a site for fund raisers other than those sponsored by CHLC or LSF. The Board of Directors shall be apprised of any planned fund raisers.

Special arrangements must be made to use the sanctuary.

Tables and chairs, used only in the facility, are included in the rental.

Table coverings or decorations are not included in rental.

Candles must be in a container with flame below rim of container.

Sound system is available in the fellowship hall.

No AV equipment is included or provided in the upper level area.

Food and beverages are restricted to the fellowship hall and lower level premises.

No alcoholic beverages are allowed in the facility or on the premises.

No smoking is allowed in the facility.

No animals, except service animals, in the facility.

No tape or tacks are to be use on walls or woodwork.

A congregation or staff member must be present prior to, during, and after the event.

The rental party accepts all responsibility to repair or replace any damage to any property or the facility (agreeing to pay all costs including labor).

We reserve the right to cancel this contract in case of a funeral.

We have the right to refuse rental to any party.

We reserve the right to waive the fee or modify other terms of the agreement.

ADDITIONAL INFORMATION

Arrangements must be made with the chairman of the Board of Church Properties or his designee to borrow tables or chairs that will be taken away from the premises. New tables and chairs are not to be removed from the premises.

Use of the church van by CHLC organizations or for LSF activities must be approved by the chairman of the Board of Church Properties or his designee.

All reservations, furniture usage and van usage must be reported to the church office for recording on the master schedule.

FACILITY USAGE

This reservation is for the _____ (area)
at College Hill Lutheran Church and Brammer Student Center on _____, (day)
_____, _____ (date) from _____ to _____ (time).

A deposit of _____ will be paid and returned if the area is cleaned and restored to original state. Rental
fee for the area is _____ .

Expected attendance _____

STATEMENTS OF FACILITY USE

Facility is handicap accessible.

Parking is available on premises for 23 cars.

The church facilities may not be used as a site for fund raisers other than those sponsored by
CHLC or LSF. The Board of Directors shall be apprised of any planned fund raisers.

Special arrangements must be made to use the sanctuary.

Use of tables and chairs is included in the rental. Tables and chairs must remain in the building.

Table coverings or decorations are not included in rental.

Sound system is available in the fellowship hall.

No AV equipment is included or provided in the upper level area.

* Candles must be in a container and flame below rim of container.

* No tape or tacks are to be use on walls or woodwork.

* Food and beverages are restricted to the fellowship hall and lower level premises.

* No alcoholic beverages are allowed in the facility or on the premises.

* No smoking is allowed in the facility.

* No animals, except service animals, in the facility.

* The rental party accepts all responsibility to repair or replace any damage to any property or the
facility (agreeing to pay all costs including labor).

* Cleaning includes wiping tables and returning tables and chairs where found.

Doing all dishes and placing them in proper areas.

Vacuuming carpet area. Sweeping the kitchen.

Packing garbage and placing it in containers outside the church.

Custodial work can be arranged for a fee if you prefer not to do cleanup.

Staff or congregation member must be present prior, during, and after the event.

We reserve the right to cancel this contract in case of a funeral.

_____ (Organization) _____ (date)

_____ (Designee) _____
(CHLC/BSC Designee)

_____ (phone #)

_____ (email)

Deposit received _____ (date & amount)

Deposit returned _____ (date& amount)

* Initial to indicate acceptance of statement.