

Building Use Request Form - Lutheran Church of the Resurrection

3500 29th Ave Marion, Iowa 52302 319-377-4689

To be granted permission to use our facilities I agree:

All policies and conditions of the rental agreement will be followed by all persons attending.

A deposit of \$100 will be remitted to the church office with this form. (If rental cost is less than \$100, the deposit is \$50). Deposit will be returned if property and facilities are in good order after event.

To provide Lutheran Church of the Resurrection a certificate of insurance with minimum liability limits of \$500,000. LCR must be named as additional insured on any group policy.

This requirement can be waived at the discretion of church leadership.

Activities must end no later than 10pm. LCR reserves the right to change the room, date or time of your event due to circumstances we deem reasonable. The reservation will be entered on the church calendar after approval by the staff.

Name: _____

Organization: _____

Address: _____

City, State Zip _____

Phone: _____

Email: _____

Event Date(s): _____

How often are you requesting use of our facility? (Circle your choice)

Once Weekly Monthly

Scheduled Event Time: _____AM/PM to: _____AM/PM

What type of event will you be having? _____

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Policies and Conditions of Rental Agreement

1. Smoking is not allowed in the building.
2. No alcoholic beverages may be consumed on church property (this includes the building and parking lots).
3. No food or beverages are allowed in the Worship Room (Sanctuary) of the church.
4. All children must be supervised by the group renting the church facility.
5. No signs may be posted on walls or windows without prior permission from a church staff member.
6. The group renting the church facility is limited to the rooms listed in this form.
7. Furniture and/or musical equipment may not be moved without prior approval.
8. The building's fire exits may not be propped open or blocked in any way.
9. The sound system may not be adjusted. It must be run by a church staff member.
10. A group which is negligent and sets off the security for fire alarm will be responsible for paying the alarm fee. Everyone needs to be out of the building by 10 pm or the security alarm system will be activated.
11. The church is handicap accessible. Your group may use the automatic door, but please do not allow children to play in these areas.
12. Vehicles must be parked in marked parking spaces only so as to keep the driveways and drive-thru clear for a fire lane.
13. Special arrangements must be made with the church office if your group needs items stored between performances or meeting times. Special set-ups or hook-ups must also be arranged through the church office.
14. If kitchen and/or café are used, it is your responsibility to clean them.
15. No church property may leave the church grounds.
16. Kitchen equipment is off limits without prior approval from church staff. Use of the dishwasher is permitted only with proper instruction first. **The stovetop cannot be used for frying any items.**
17. Last person to leave the building is responsible to make sure all doors are shut and locked.

I have read the Rental Agreement and I agree to adhere to the policies and conditions outlined. Deposit will be forfeited if policies are not followed.

_____ (Initial to agree)

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Are you a member of this church?

- Yes (see **Members** section below)
- No (please skip down to the **Non-Members** section)
- Recurring weekly/monthly usage? (Please skip down to the **Multiple-Use** section below)

Please choose the room according to your church affiliation: (circle)

MEMBER

ORGANIZATION TYPE	Church related meetings	Private Use (does not include for-profit events)
WORSHIP ROOM	No Charge	\$25
FELLOWSHIP HALL	No Charge	\$25
FELLOWSHIP HALL WITH KITCHEN	No Charge	\$50
(YAC) YOUTH ACTIVITY CENTER	No Charge	\$25
LOUNGE, THEATER ROOM, CLASSROOMS, PATIO/GRILL	No Charge	\$25
CONFERENCE ROOM	No Charge	\$25

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NON-MEMBER

ORGANIZATION TYPE	Private use or for-profit groups	Non-profit groups
FELLOWSHIP HALL	Under 50 people-\$75 51-100 people-\$100 101-200 people-\$125 201 or more people-\$150	Under 50 people-\$50 51-100 people-\$75 101-200 people-\$100 201 or more people-\$125
FELLOWSHIP HALL WITH KITCHEN	Under 50 people-\$100 51-100 people-\$125 101-200 people-\$150 201 or more people-\$175	Under 50 people-\$75 51-100 people-\$100 101-200 people-\$125 201 or more people-\$150
LOUNGE, THEATER ROOM, CLASSROOMS, PATIO/GRILL	\$50	\$25
CONFERENCE ROOM	\$50	\$25

Multi Use (weekly/monthly)

ORGANIZATION TYPE	Church related functions	Non-Church Related
WORSHIP ROOM	No Charge	\$10 weekly \$20 monthly
FELLOWSHIP HALL	No Charge	\$10 weekly \$20 monthly
FELLOWSHIP HALL WITH KITCHEN	No Charge	Not Available
(YAC) YOUTH ACTIVITY CENTER	No Charge	Not Available
LOUNGE, THEATER ROOM, CLASSROOMS, PATIO/GRILL	No Charge	\$10 weekly \$20 monthly
CONFERENCE ROOM	No Charge	\$10 weekly

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		\$20 monthly
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Lost electric key card-\$25

Please write one check made out to LCR for the deposit (\$50 or \$100) and one check for the amount chosen above for the use of the facility room.

Signature: _____

For office use only

Approved - Denied Date _____ By _____

Deposit \$ _____ Facility Amount \$ _____

Key issued _____ Key returned _____ Deposit returned _____