

Building Use Request Form - Lutheran Church of the Resurrection

3500 - 29th Ave. Marion, Iowa 52302

319-377-4689

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Facility Use Agreement:

- All policies 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.
- The reservation will be entered on the church calendar after approval.
- An electronic key may be issued for access to the building;
\$25 will be charged if the key is not returned.
- Activities must end no later than 10:00 pm.
- LCR reserves the right to change the room, date, or time of your event due to circumstances we deem reasonable.

Name & Organization: _____

Address: _____

Phone: _____

Email: _____

What type of event will you be having? _____

How many will attend? _____

Room/s you are requesting: _____

Event Date/s: _____

Scheduled Event Time: _____ AM/PM to: _____ AM/PM

How often are you requesting use of our facility? (circle)

One Time Weekly Monthly

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Policies and Conditions of Rental Agreement:

GENERAL

Smoking is not allowed in the building.

No alcoholic beverages may be consumed in the church building or in the parking lot.

The group renting the church facility is limited to the rooms listed in this form.

All children must be supervised at all times by the group renting the church facility.

SAFETY

The building's fire exits may not be blocked in any way or left propped open.

Vehicles must be parked in marked parking spaces only,

to keep the driveways and drive-thru clear for a fire lane.

SECURITY

The person making this rental request is responsible for making sure all doors are shut, latched, and locked.

A group that is negligent and sets off the security or fire alarm will be responsible for paying the false alarm fee. Everyone needs to be out of the building by **10:00 pm** as that is when the alarm system activates.

PROPERTY CARE

No food or beverages are allowed in the Sanctuary of the church.

Furniture and/or musical equipment may not be moved without prior approval.

No church property may leave the church grounds.

No signs may be posted on walls or windows without prior permission from a staff member.

Do not adjust the automatic doors.

SPECIAL EQUIPMENT

Any equipment that draws electricity must be okayed before you bring it in to the building or onto the patio. An additional fee may be charged.

KITCHEN

If kitchen and/or café are used, it is your responsibility to clean them before departing and all kitchen equipment must be returned to where it was found.

Use of the kitchen dishwasher is permitted only with proper instruction first.

The stovetop cannot be used for frying any items.

I have read the Rental Agreement and I agree to adhere to the policies and conditions outlined above. 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 Member section below)
- No (see Non-Member section below)
- Recurring weekly/monthly usage? (see Multiple-Use section on next page)

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

MEMBER

4-hour rental (\$10 each additional hour)

<i>ORGANIZATION TYPE</i>	<i>Private Use (No For-Profit Events)</i>
FELLOWSHIP HALL (capacity - 145)	\$35
FELLOWSHIP HALL w/KITCHEN	\$60
LOUNGE, CLASSROOMS, PATIO/GRILL	\$35
CONFERENCE ROOM	\$35

Lost Electronic Key Card - \$25

NON-MEMBER

4-hour rental (\$10 each additional hour)

<i>ORGANIZATION TYPE</i>	<i>Private Use (No For-Profit Events)</i>	<i>Non-Profit Groups</i>
FELLOWSHIP HALL (capacity - 145)	1-50 people - \$200 51-145 people - \$300	1-50 people - \$60 51-145 people - \$100
FELLOWSHIP HALL w/KITCHEN	1-50 people - \$250 51-145 people - \$350	1-50 people - \$85 51-100 people - \$125
LOUNGE, CLASSROOMS, PATIO/GRILL	\$100	\$40
CONFERENCE ROOM	\$100	\$40

Lost Electronic Key Card - \$25

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MULTI-USE (weekly or monthly)

<i>ORGANIZATION TYPE</i>	<i>Not Church-Related / Non-Profit</i>
FELLOWSHIP HALL (capacity - 145)	\$50 weekly \$50 monthly
FELLOWSHIP HALL w/KITCHEN	Not Available
YOUTH ACTIVITY CENTER (YAC)	Not Available
LOUNGE, CLASSROOMS, PATIO/GRILL	\$25 weekly \$25 monthly
CONFERENCE ROOM	\$25 weekly \$25 monthly

Lost Electronic Key Card - \$25

Please write one check for the amount indicated above for the rental of the facility room and one check for the deposit (\$100 or \$50). Checks may be made out to LCR.

Signature: _____

(for office use only)

Approved / Denied (circle) Date: _____ By: _____

Facility Rental \$ _____ Deposit \$ _____

Key Issued: _____ Key Returned: _____

Deposit Returned: _____