

NEW LIFE LUTHERAN CHURCH

The purpose of this policy is to prescribe the procedure the New Life Lutheran Church will use when allowing use of the church facilities.

Policy Statement: The New Life Lutheran Church is a Christian institution and a member of the Evangelical Lutheran Church of America (ELCA). Those activities will have preferential use of our facilities, followed by members, groups sponsored by our Church, and then the general public. The Church reserves the right to deny the use of those facilities to any individuals or groups where that use may be perceived to not be consistent with our purpose or to negatively impact the image of our Church. The operation of the Church's sound room will only be done by members of the Church that are qualified and trained on that equipment. The Church will provide a list of those individuals to anyone desiring to use that equipment.

- 1) The Church Administrative Assistant shall be the point of contact to request the use of our facilities.
- 2) Reservations are considered confirmed with the agreement is signed and the **security deposit** is made with the Church Administrative Assistant.
- 3) The deposit may be refunded if the rental is canceled 30 days ahead of its scheduled use.
- 4) The rental fee and deposit shall be due 30 days prior to the use of the facility. In case of emergencies the Church may cancel or reschedule your event. The renter will be provided with as much notice as possible.
- 5) The facilities will be respected; there will be no illegal activity, use of tobacco, alcoholic beverage, profanity, or vulgar music. Items will not be nailed, screwed, taped, or otherwise affixed to the wall. The rented area(s) will be clean after their use. Custodial clean up (and fee for thus) is required when using the Sanctuary and Fellowship Hall. No use may exceed six hours. The rental form is "Attachment A" (section 1) to this notice.
- 6) Then renter shall forever protect, save, keep, and hold harmless the New Life Lutheran Church, its officers, agents, representatives and members from any claims, demands, judgments, or liabilities. The renter shall sign the attached waiver of liability stipulating to the above prior to reservation for use. The waiver of liability is found in "Attachment A" (section 3).
- 7) The fee schedule is found in "Attachment B" to this notice. These fees reflect the following categories for use:
 - a. One time use of the church for non-church events by both members and nonmembers,
 - b. Weddings,
 - c. Sponsored organizations who routinely meet for term use, and
 - d. Public/commercial use for profit whether it is a member or nonmember
- 8) A \$50 deposit is required to receive key for access to facility. Pending no damage to the rental facility or custodial services needed to restore cleanliness; this deposit will be returned to the renter following use and inspection.

Note: The rental agreement does not constitute the right to advanced access or use prior to the rented period. Exceptions to the procedure may be granted by the Executive Board of New Life Lutheran Church.

Attachment A: Renter Form

New Life Lutheran Church Rental Use Agreement: Section 1 (required)		
Today's Date:	Print Renter Name:	
Email Address:	Contact Phone:	
Contact Address:	Event Date:	
Organization:	Attendance:	
Set up time:	Tear down time:	I have read the rental policy?
Event details:		
Rooms or Areas(s) Requested:		
Section 2: Required Resources		
# Tables:	# Chairs:	# Place Settings:
# Coffee makers:	# Decanters:	Other:
Notes:		
Services Requested from the Church:		
Section 3: Liability Waiver		
<p>The Church use guidelines and the attached New Life Lutheran Church Rental Agreement are understood and agreed to on this date _____ by the renter or responsible party for the renter. Hold Harmless Agreement between the New Life Lutheran Church of Norwalk, Iowa and the renter: I/We the undersigned on behalf of _____ both during and following the terms of this agreement, undertake to indemnify and save harmless the New Life Lutheran Church from and against any and all loss, costs, damages, expenses, and liabilities (statutory and common law) in connection with injury or death of any person or any property or other damage sustained by New Life Lutheran Church, its directors, officers, employees, and volunteers, which might arise out of my/our use of Church facilities.</p>		

Payment

Please make your check payable to the New Life Lutheran Church with the notation of "deposit and rental use" for the facilities requested above. The payment for these fees to be made at the time the facility use is scheduled. Checks may be delivered personally to the Church Administrative Assistant or mailed to the New Life Lutheran Church, 4380 Wakonda Dr., Norwalk, IA 50211. A \$50.00 administrative fee will be charged for any insufficient funds checks.

Signature:

Printed :

Name:

Date:

Church Administrative Assistant:

Attachment B: Fee/Facility Use Schedule

Area Requested:	Member/Nonmember Non-church function	Member Wedding	Nonmember Wedding	Sponsored Organization(s)	For profit use
Fellowship hall	Free will offering	Free will offering	\$75	\$0	\$75
Sanctuary	Free will offering	Free will offering	\$200	Not available for regular use	Not available
Custodial fee	\$50 (will be assessed if custodian is needed for clean-up)	\$75	\$75	\$0	\$75
Adult meeting room	Free will offering			\$0	\$25
North basement	Free will offering			\$0	\$25
Classrooms	Free will offering			\$0	\$25
Parking lot	Free will offering			\$0	\$25
Deposit fee	\$50 for access key. Pending no damage to the facility or cleaning, deposit will be returned to renter.				