



New Life Lutheran Church

4380 Wakonda Dr
Norwalk, IA
BUILDING USE FORM

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

Policy Statement: New Life Lutheran Church is a Christian institution and a member of the Evangelical Lutheran Church of America (ELCA). Church activities will have preferential use of the facilities, followed by members, groups sponsored by the Church, and then the general public. New Life 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 the Church.

1. The Church Administrative Assistant shall be the point of contact to request the use of our facilities.
2. Reservations are considered confirmed when 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 14 days ahead of its scheduled use.
4. The rental fee and deposit shall be due 14 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, including any tables and chairs returned to their original racks or places. Custodial clean up (and fee for thus) is required when using the Hall of Church Life (South Basement). No use may exceed six hours.
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 2).
7. The fee schedule is found in "Attachment B" to this notice. These fees reflect the following categories for use:
 1. One time use of the church for non-church events by both members and nonmembers.
 2. Weddings.
 3. Sponsored organizations who routinely meet for term use.
 4. Public/commercial use for profit whether it is a member or non-member.
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 Building Use Agreement: Section 1 (required)

Renter Name: _____

Today's Date: _____

Event Date: _____

Email Address: _____

Contact Phone: _____

Contact Address: _____

Set up time: _____

Event details: _____

Tear down time: _____

Contact Phone: _____

Approximate number in Attendance: _____

I have read the rental policy? Y / N

Other Requested Resources: _____

Tables: _____

Other: _____

Notes: _____

The Church use guidelines and the attached Rental Agreement are understood and agreed to on this date ____ by the renter or responsible party for the renter.

Signature: _____

Section 2: Hold Harmless Agreement between New Life Lutheran Church 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 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.

Signature: _____

Payment

Please make checks payable to 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 New Life Lutheran Church, 4380 Wakonda Dr., Norwalk, IA 50211. A \$50.00 administrative fee will be charged for any insufficient funds checks.

Name: (Signature) _____

Date: _____

Church Administrative Assistant: _____

Attachment B: Fee/Facility Use Schedule

Area Requested*	Member Usage Fee	Non-member Usage Fee	For Profit Use
Hall of Church Life (South Basement)	Freewill donation**	\$50**	\$100**
Worship Space*** (Wedding Service)	\$150	\$300	Not available for use
Large Classroom (South) or Resource Center (North), or North Basement, Individual classroom or Parking Lot	\$50	\$100	\$150
Chairs taken from South Basement	\$1/chair/24 hour period (suggested donation)	Not Available	Not Available
Tables taken from South Basement	\$5/table/24 hour period (suggested donation)	Not Available	Not Available

*A \$50 deposit is required for access to the key for the building. This is in addition to the usage fee as prescribed by the Fee/Facility Use Schedule.

**\$20 of such fee shall be used by the Church to offset custodial costs.

***The operation of the worship space sound and projection capabilities will only be done by members of the Church that are qualified and trained on said equipment.