

# Immanuel Lutheran Church and School Facilities User Agreement For Members, Non-Profit, and Civic Organizations

Immanuel Lutheran Church and School is an alcohol-free and smoke-free facility

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Key # \_\_\_\_\_

## Responsible Party (must be 21 or older):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

I understand that the areas used are the responsibility of the person signing this contract. I also understand that any damages which occur are the responsibility of the same. The fee for repair will be estimated by the Church Trustee. I understand the area used will be cleaned of all trash and spills and I will leave the area, inside and outside, in the condition it was found. This agreement does not hold Immanuel Lutheran Church and School responsible for any accidents occurring as a result of this user agreement. I understand that church and school activities take priority over all others. I also understand that any actions contrary to the overall mission of Immanuel will cancel all agreements in this contract.

I further acknowledge that there is no joint undertaking between Immanuel Lutheran Church and School and the undersigned, and the rentals paid hereunder serve only to defray the cost of maintaining the facility.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party *(Please Sign)*

### **Facility Rental Fees:** *(Rental fees are suggested donations for members, non-profit, and civic organizations)*

*All fees must be paid 48 hours in advance of building usage.*

<b>Church Sanctuary</b>	Free for members (\$250 for non-members)
<b>Fellowship Hall</b>	\$150 (includes hall, kitchen, and small meeting room)
<b>Small Meeting Room Only</b>	\$ 25
<b>Church Kitchen Only</b>	\$ 75
<b>School Kitchen</b>	\$ 75 (includes cafeteria)
<b>School Gym</b>	\$ 300

### **Service Fees:** *(Required for members and non-members)*

<b>Video (Sanctuary)</b>	\$100 (paid directly to the video operator)
<b>Audio (Sanctuary)</b>	\$ 50 (paid directly to the audio operator)
<b>Custodial Fees</b>	\$ 50 custodial fee (paid directly to the custodian) (\$25 custodial fee for the small meeting room)
<b>Key Deposit</b>	\$ 50 deposit (will be refunded upon return of the key <u>and areas are checked by a staff member</u> ). The key will be issued to responsible party no more than 48 hours prior to the event.

Immanuel Lutheran Church, 300 N. Grimes St. Giddings, TX 78942, 979-542-2918

Immanuel Lutheran School, 382 N. Grimes St. Giddings, TX 78942, 979-542-3319

***The Mission of Immanuel Lutheran Church and School is to build a diverse community of Courageous Jesus Followers.***

***Any use of these facilities should support this overall mission.***