**Good Shepherd Lutheran Church**

3434 Hempstead Turnpike Levittown, NY 11756

(516) 731-7387 gslcoffice@aol.com

**Social Hall Application/Donation Agreement**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you a Member of this Church Y or N

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

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested for Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Function/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The donation amount of $**380 non-members (includes $30 attendant fee) / $ 250 for church members**  for 4-hour minimum use of hall, any additional hours would be at a rate of **$75** per hour. **Number of Guests (not to exceed 150)**

**Required are two checks:**

The **First check** should be payable to **“*Good Shepherd Lutheran Church*”** for the amount of time needed.

The **Second check**, is \****a refundable security deposit*** in the amount of $**100.00** also made payable to **“*Good Shepherd Lutheran Church.”*** Both must be submitted to the Secretary’s office no later than ***15 days prior*** to the function.

**I have read and signed the attached rules and agree that \*any violations may result in forfeiture of security deposit and any further use of the hall.**

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use only

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security ck #: \_\_\_\_ Name on check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash Deposit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donation ck #: \_\_\_\_ Name on check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleared date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returned Security ck#: \_\_\_\_ Date returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attendant on Duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rules for Use of Good Shepherd Lutheran Church Fellowship Hall**

1. ***Eligibility:*** Rental of the Fellowship Hall is open to members and non-members of Good Shepherd Lutheran Church. All renters must abide by the guidelines set forth in this use agreement
2. ***Membership Limitation:*** A member of Good Shepherd Lutheran Church **may NOT** rent the facility on behalf of another individual or organization at the member rate fee.
3. Use of the hall is limited to invited guests of the contracted family.
4. ***Activities are limited to the following:*** Weddings, Anniversaries, Engagements, Baptisms, Showers, Birthdays and Retirements. Others not listed are at the discretion of the Pastor and Church Council.
5. The applicant signing the contract **MUST** be present during the period that the hall is used, including setting up and cleaning up.
6. ***The hall rental includes:*** use of tables, chairs, kitchen, bathrooms and use of main parking lot. The back lawn for picnics and activities may be if specified prior to signing contract. Air Conditioning and heat are set to 72 degrees.
7. ***Kitchen:*** items found in unlocked cabinets/draws may be used by the renter, including large coffee pots. All borrowed items are required to be cleaned and returned to location found. Please provide your own paper goods, utensils, sponges, dish cloths, tin foil and plastic storage bags/containers. Counters, sink, stove top and oven should be cleaned of any spills. Refrigerator space is limited and not guaranteed to hold large items. No ice machine is in the church.
8. ***Liquor:*** Beer and wine is permitted. No keg beer is allowed. All cans and bottles must be removed from the premises. Alcohol may only be consumed during the actual event, not during set-up or break-down. No liquor of any kind may be sold.
9. ***Hours of Use:*** All events must end by **11:00 p.m**. everyone must be off the premises by **12:00 a.m.**
10. **Smoking:** This is a non-smoking facility. Smoking is only permitted outside in designated areas. Please be sure outside areas are free of any cigarette butts or cigars at conclusion of event.
11. ***Set-up and Break-down:*** All equipment, articles, food and beverages, decorations brought to the Fellowship Hall must be removed from the premises by the end of clean-up for your event.

**Rules for Use of Good Shepherd Lutheran Church Fellowship Hall**

1. ***Attendant:*** A representative of ***Good Shepherd Lutheran Church*** be available to open the facility, answer questions, and facilitate relations between the renter and the church. They are not available for setting up, breaking down, or cleaning during or after an event. The renting party must make itself known to the attendant. A walkthrough will be conducted at the beginning of set-up and at the end of the event with the renter designated representative as stated on the contract.
2. ***Decorations:*** Any decorations used during your event, by you, or any other representative of your occasion may not be nailed, taped, stapled or otherwise applied to the walls, ceilings, light fixtures, doors or floors. Decorations may be hung from I-beams or along poles. Also, no use of hot glue guns is permitted. Failure to comply with this requirement will result in an automatic retention of the security deposit.
3. ***Compliance with the Fire Marshall***: The Fellowship Hall may not exceed **150** persons.
4. ***Youth Parties***: One adult is required for every 7 children in attendance.
5. Guests may not leave the Fellowship Hall to wander the church, open offices, occupy any other rooms or use inside children play items/areas.
6. ***For Outdoor Picnics:*** Music is permitted. The sound level will be approved and monitored by the church representative. If, at any time, the sound is deemed to be unsuitable, the monitor may request that the music be terminated outside. All outdoor amplified activities shall end by **9:00 p.m.**
7. ***Deposit and Cancellation:*** A ***$100.00*** deposit is necessary to secure the date on our calendar. Cancellation refunds are as follows: ***15 days before event - full refund***. A cancellation less than ***14 day forfeits the $100 deposit and the full fee.***
8. ***Fee of Fellowship Hall:*** $350 for 4 hour minimum plus $30 fee for attendant and $75 for each additional hour. Church members, who rent the hall for events held for their **immediate family only**, receive $100.00 deduction off the 4-hour minimum rate.
9. The **$100** deposit will be returned within 14 days post event. Damages to facility or a lack of returning the room and / or grounds to the condition in which they were found will forfeit the deposit.

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**