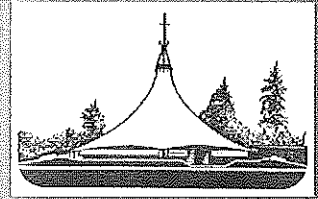




GOOD SHEPHERD LUTHERAN CHURCH



COMMUNITY CENTER, JACOBSON HALL, AND
▶▶ SANCTUARY

- A Non-Profit rate of \$50 for the first hour and \$10 for each hour after the first hour.
- A Commercial Rental rate of \$400 for the first hour and \$150 for each hour after the first hour.
- The Sanctuary is restricted to Religious services or special events with the permission of the Pastor only. Appropriate donations are requested.
- The Conference Room is available for an appropriate donation.
- A cleaning deposit may be requested at the time of rental and will be returned upon completion.

Rental Rate Fee

Congregation members that use the facilities for non-church related events, such as family parties and receptions, are asked to pay a onetime fee of a minimum of \$100 to \$500 dollars as a donation.

Chairs, Table and Audio-Visual Equipment available for an additional charge.



Good Shepherd Lutheran Church

Facility User Guidelines

1. User shall keep and maintain the premises clean and in as good order as when they were received.
2. In cases where church property has been damaged or abused beyond normal wear, the cost of the repair or replacement shall be paid for by the user organization. The user will be given an itemized list of cost for repairs or replacement and will be billed accordingly.
3. Use of facilities other than those designed is not allowed and would jeopardize the groups continued use of said premises.
4. No group may schedule events to last beyond 10pm Sunday through Thursday and 11pm on Friday and Saturday unless special arrangements have been made with the Facility Coordinator and recorded on the Use Agreement.
5. All youth organizations and groups using church facilities must have one adult sponsor (age 21 or older per ten youth at all times).
6. User is not to attach anything to any part of the Good Shepherd Lutheran Church property unless expressly authorized to do so by the Facility Coordinator.
7. Illegal drugs, marijuana, and alcoholic beverages are not allowed on the premises of GSLC. Wine and or beer may be served with a meal. Approval from the Facility Coordinator is required.
8. Use of profanity or vulgarity is not permitted anywhere on church grounds.
9. Smoking is not permitted within the buildings, including restrooms. There is no smoking within 50 feet of buildings.
10. Fund raising, profit making ventures or any form of gambling by outside groups is not permitted on Church premises without prior approval.
11. Groups using the facilities will be expected to refrain from any kind of physical conflict, irresponsible behavior, loud noises or music that disturbs our neighbors.
12. Removal of church property from the premises is prohibited.
13. NO foggers or misters allowed in any of the buildings. It is the responsibility of the user to inform disc jockeys or anyone else who might be using such machines.
14. User is not permitted to use Church copy machines or other office equipment.
15. No confetti, rice, bird seed or the like are permitted inside the premises or in the courtyard.
16. Keys will be provided to the Sponsor and the return of the key will be their responsibility. It is the responsibility of the Sponsor to set any alarms. Keys will be used only with the permission of church staff.

Good Shepherd Lutheran Church Agrees to Provide as Follows: (if applicable)

1. An attendant who will assist in the utilization of the premise, if required.
2. Security guards as required. Fees will be included in rental agreement.
3. Clean, neat and orderly facility for users intended use.
4. Utilities.
5. Setup for the event and cleaning following the event. Cost included in rental agreement.
6. Podium and Microphone.
7. Time for decoration as approved by the Facility Coordinator.

Indemnification:

Good Shepherd Lutheran Church shall not be liable in any manner for loss, damage or injury to the personal property of said User or User's agents or employees, or to persons invited or permitted by said User to come upon or about the rented premises, or to any other person, by reason of anything done, permitted to be done or suffered, or admitted to be done by said User, or User's agents or employees. User agrees to indemnify and hold harmless GSLC from any and all such liability, damage, cost and expense, to protect the Church against any claim therefore, to defend GSLC against any such claim that may be made, or any action that may be brought against GSLC, and pay all cost and expense of such protection and defense.

User agrees to comply in full with all guidelines listed above.

Signed _____

Date _____

Name of User or Organization _____

Good Shepherd Lutheran Facility Request

Organization _____ Date of Request _____
Address _____ Phone # _____
Sponsor(Must be Present at Event) _____
Date of Event _____ Time of Event _____
 GSLC Event Community Service Event Rental

Assistance Needed for Event

Facilities or Rooms Required

Sanctuary (S) 299-- Capacity
 Jacobson Hall (JH) 120-- Capacity
 Community Center A (CCA) 80--Capacity
 Community Center B (CCB) 80--Capacity
 Fireside Room (FR) 15-- Capacity
 Conference Room (CR) 15-- Capacity

Special Instructions:

1. I have met and discussed with the facility coordinator or GSLC staff all the needs and requirements for my use of the requested facilities.
2. I have read and understand the rules and regulations regarding the use of the requested facility and will comply accordingly.
3. I understand that the facility may be used only with the presence of a GSLC staff member or a designated GSLC member.

Date _____ Signed _____
(Event Sponsor)

Signed _____ or _____
(Facility Coordinator) (Pastor or Church Officer)