

Church Facility Rentals

RISEN CHRIST LUTHERAN CHURCH

Plymouth, Michigan 48170

We are pleased you are interested in renting our church facilities for your event!

Our Rental Procedure...

- 1) Fill out the Facilities Rental Use form and submit to the Church office or email to facilitiesrental@risenchrist.info
- 2) The church will then approve or disapprove the request
- 3) If approved, you will be required to make a deposit to secure our facilities for your date.

A twenty-five (25%) DEPOSIT MUST accompany this rental form.

Please make checks payable to: Risen Christ Lutheran Church

- 4) Please return the "Request to Use" form as well as the "Fee Schedule & Signature of Responsible Party" form with the deposit in person or by mail to:

Risen Christ Lutheran Church

46250 Ann Arbor Road

Plymouth, MI 48170

- 5) You will receive an email confirmation upon receipt of your form and deposit.

TOTAL FEE _____

- **Deposit** _____

BALANCE _____

GENERAL FEE SCHEDULE and RENTAL AGREEMENT

NON-MEMBER (non-wedding)

<u>ROOM/AREA to be RENTED</u>	<u>PER HOUR</u>	<u>PER EVENT(Per/day)</u>
Sanctuary(non-wedding)	\$110/hr.	\$750/event
Fellowship Hall	\$85/hr.	\$330/event
Gym	\$50/hr	\$275/event
Sanctuary & Fellowship Hall	\$170/hr.	\$900/event
Gym & Fellowship Hall	\$95/hr.	\$400/event
Adult Ed Room	\$36/hr.	\$120/event
Lounge (west side of bldg.)	\$50/hr.	\$200/event
Kitchen	\$15/hr.	\$30/event
Custodian/Staff on site	\$20/hr.	\$60/event

Circle the fees involved for this event. _____

TOTAL FEE: _____ - **DEPOSIT:** _____ **BALANCE:** _____

The Balance is due the day of the event.

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I, _____, the undersigned, have read and understand the guidelines governing the use of church facilities and equipment and agree to pay for any damages to property, facilities and/or equipment due to misuse or negligence. Further, I agree that the conduct of the people participating in this activity shall be in accordance with the "Guidelines for use of Risen Christ Lutheran Church Properties, Facilities and Equipment.

Risen Christ reserves the right to pass through to the event sponsor all extraordinary costs incurred by Risen Christ in connection with the event, including but not limited to extra salting or snow plowing.

Signature of Responsible Party for the Event: _____

Date: _____

GUIDELINES FOR USE OF RISEN CHRIST LUTHERAN CHURCH **PROPERTIES, FACILITIES, AND EQUIPMENT**

The principle use of the properties, facilities and equipment of Risen Christ Lutheran Church is for the advancement of our ministries. To accommodate the individual needs of our membership and organizations/groups whose goals are consistent with the mission and ministry of Risen Christ, requests for facility use are considered if deemed appropriate. In addition to the guidelines listed below, it is expected that all activities will be conducted in an orderly, Christian manner.

Approval and Cancellation

1. All applications for the use of the building/facilities must have prior approval from the Church Council.
2. Any exceptions to these policies must have the prior approval of the Church Council.
3. Requests for the use of Church facilities and/or equipment must be made at least two weeks in advance to allow sufficient time for Church Council and/or Building Trustee review.
4. A deposit of twenty-five(25%)percent must accompany this request form. The fee is intended to cover the costs associated with expected needs for custodial and maintenance services. Custodial services are required in conjunction with activities in order to ensure proper clean-up of facility and equipment. Custodians will be furnished by the church.
5. If written notice of cancellation is received in the church office less than two(2)weeks prior to scheduled event, all payments received by the church will be refunded, less any expenses incurred by the church in connection with preparation of the event.

Behavior on Church Premises

1. The sponsor, the sponsoring organization and all officers, directors, employees and members of such organization, and all participants in the scheduled event will be responsible for ensuring that all individuals attending the event maintain appropriate behavior at all times.
2. The activity and/or event shall be of a nature suitable for presentation in a church or related facility.
3. The activity and/or event must be lawful and in conformity with the regulations of state and federal laws and community of Plymouth.
4. Outside caterers must comply with the Plymouth Fire Laws and Regulations and also church rules and regulations.
5. No alcoholic beverages are permitted on Church property. Smoking is not permitted in the church or other facilities. No games of chance or illegal substances will be allowed on the premises at any time.
6. Soft sole shoes or socks must be worn in the gym.
7. All activities must be confined to the room(s) being rented and the designated restrooms. Children are assumed to be a part of the activity and are to be confined to the assigned room(s).
8. The activity and/or event must be terminated and the facility returned to order by 12pm.

Church Properties

1. The Sponsor, the sponsoring organization and all officers, directors, employees and members of such organization will have the financial responsibility for any theft or damages due to their use of the premises.
2. All facilities and/or equipment used must be maintained and in the same condition at the completion of the event. The requestor/group(sponsor)is responsible for any property damage caused by the group or activity.
3. Church property shall not be removed from the premises.
4. Groups wanting to use the Church's equipment are asked to arrange for its use in advance. Additional equipment needs are the responsibility of the requestor(sponsor). Groups must provide their own paper products, silverware and drinks. Equipment will be supplied(i.e. coffee pots). Set up is the requestor's responsibility.
5. No tape, staples, glue or any adhesive materials will be used to decorate the facilities without permission.
6. Nothing on the premises
7. The organ or keyboard shall be used only by the Music Director.
8. The AVL booth shall only be operated by someone approved by the AVL Director.
9. At the conclusion of all activities, the requestor/group(sponsor)is required to ensure:
 - All windows are closed and locked
 - All entry/exit doors are closed and locked
 - Trash resulting from the activity must be bagged

- Leave the facility(ies) as they were found
10. No vehicles are to be left in the Church parking lot overnight. Vehicles left in the lot may be towed away at the owner's expense.
 11. The Board of Trustees will assign a custodian or staff person to open and close the facilities.

Insurance

1. Risen Christ assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.
2. Insurance, prior to use, will be required for the following rentals:
 - Events open to the public will require a Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000), with Risen Christ Lutheran Church named as "Additional Insured" from set-up to take down.
 - Rentals for the purpose of providing instruction to the public will require a Certificate of Liability Insurance in the amount of one million dollars (1,000,000), with Risen Christ Lutheran Church named as "Additional Insured" from set-up to take down.

Priorities

1. The church should be contacted to see if the church and/or facilities are available for the requested dates and times.
2. The following priorities apply only if conflicts arise. The Chairman of the Board of Trustees will act as arbitrator, if necessary (his decision will be deemed final).
 - Risen Christ organizations or committees
 - Risen Christ member's social functions
 - Sister congregation social functions
 - Non-member social function
 - Outside organization social functions

REQUEST TO USE

CHURCH PROPERTIES, FACILITIES & EQUIPMENT

TODAY'S DATE: ____ - ____ - ____

REQUESTOR'S NAME:

Name of Organization:

Referred by:

Requestor's Address:

Street:

City: State:

Zip Code:

Requestor's Phone Number:

Day- _____

Evening- _____

OFFICE USE ONLY

KEY Assigned: Yes ____ No ____ Type _____

Approved by:

Date Approved:

KITCHEN EQUIPMENT REQUESTED

____ Stove/Oven ____ Freezer

____ Refrigerator(s)

_____ Tables requested

_____ Chairs requested

EVENT DATE: ____ - ____ - ____

TYPE OF EVENT: _____

EVENT TIME: _____ thru _____

Total # OF HOURS _____ All day _____

Set-up TIME: _____ thru _____

of attendees expected: _____

CONTACT PERSON AND PHONE NUMBER

(Can be different than requestor)

EMAIL:

CHURCH ACTIVITY (NO FEES) _____

NON-CHURCH ACTIVITY _____

FACILITIES REQUESTED:

____ Fellowship Hall ____ Classroom(s)

____ Gym ____ Kitchen(see below)

____ Nursery ____ Parking Lot

____ other (_____)

RENTAL/USE APPROVED: **yes** **no**

By: _____

Position: _____

Date: _____

PERSON RESPONSIBLE FOR SET-UP:

(room, tables, chairs, etc...)

PHONE NO.:

PERSON RESPONSIBLE FOR CLEAN-UP:

(sweep & remove garbage/return

to original set up if the event did their own setup)

PHONE NO.: