

St. John's Lutheran Church Rental Contract

I, _____, agree that by signing this contract I understand I am responsible for complying with the following terms for the duration of the rental of _____ on _____ from _____ . Below are the terms of agreement. Please read carefully before signing.

Rental Fee: \$ _____ Cleaning Fee: **\$70** Total Due \$ _____

1. There is a fifty (50) dollar refundable CASH key deposit for all rooms. **Deposit will be returned pending the key is returned and the room is left in the condition it was received prior to the rental.**
2. Rooms must be in the same condition when the party leaves as it was when the party entered. Do not prop open outside doors. Lights must be turned off and **doors locked** upon departure.
3. Absolutely NO ALCOHOL is allowed on the premises (i.e., any room in the building, parking lots, playground or entryways located around St. John's Lutheran Church & School.
4. Any damages occurring during the party's event will be paid for by the responsible party.
5. A fifty (50) percent down payment will be required for all room rentals at time of signing and the complete payment will be due seventy-two (72) hours prior to the event. Failure to cancel within 72 hours of the event date will result in forfeiture of the deposit.
6. An additional \$70 cleaning fee is included in the rental.
7. Use of the playground or any other room other than the designated room is not allowed.
8. Cash, money orders, personal checks and credit cards (2.5% fee) are accepted.
9. St. John's Lutheran Church is not responsible for loss or damage of personal property.
10. St. John's Lutheran Church is a non-smoking facility. A 15 foot clearance of entryways must be maintained when smoking outdoors.
11. The key must be picked up the day before the rental & returned on the same day as the rental. Sunday rentals must pick up the key on Friday no later than 3pm.
12. Abusive or foul language, violent behavior, inappropriate music and drug/alcohol abuse are strictly prohibited on St. John's premises. Any person exhibiting such behavior will be required to leave the premises immediately.
13. Fellowship Room capacity = 75; Ellinger Hall capacity = 45; Bowling Alley capacity = 25
Fire regulations prohibit more than the maximum amount of people in any room at any time.
14. Place garbage in the cans provided. Do not overflow the cans.

In signing below, I agree to all of the terms listed above. There will be no exceptions.

Signature _____

Date _____

Deposit received of \$ _____ on _____ by _____ cash/Ck# _____

Balance of \$ _____ received on _____ by _____ cash/Ck# _____

Key deposit \$ _____ received on _____

Key Number _____ Date returned _____ Deposit returned yes _____ no _____