

Christ Lutheran Church

24929 75th Street
Paddock Lake, WI 53168

Rentals Coordinators:

Steph Sirovatka-Marshall | slscole@aol.com
Diane Swanson | dianelswanson@gmail.com

Room Rental Reservation Form

Name of Organization _____

Event or Meeting Title _____

Requested Date(s) _____ Attendance _____

Set Up Time _____ Event Start/End Time _____/_____ Out By _____

1. Room Requested: ___ Fellowship Hall ___ Kitchen ___ Library

2. Set Up: ___ Theater ___ U-Shape ___ Classroom
___ Conference/Boardroom ___ Hollow Square

3. Total Rental Hours: _____ Rental Fee: \$ _____

4. Total Equipment Rental Charge, if applicable: \$ _____

_____ ~~Wireless Microphone (\$25)~~

_____ Easel (\$5 each)

_____ Projector/Screen (\$25)

_____ Table/Chair Set Up Fee based on number of attendees: 0-25 is \$10; 26-50 is \$20; 51-75 is \$30; and 75plus is \$50. No charge if you do your own set up and tear down.

5. Deposit & Rental Fees: Total Rental Fee: \$ _____ (not including deposit)

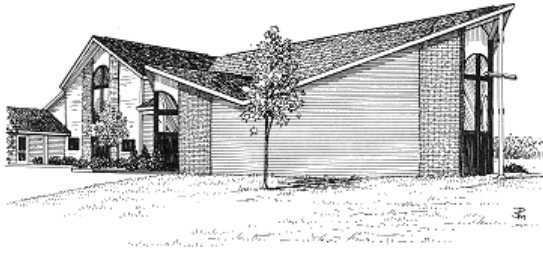
• Deposit \$150 Received Date: _____ \$ _____ Check # _____

• Rental Fee Received Date: _____ \$ _____ Check # _____

6. Applicant Name: _____

Address _____

Contact Number () _____ Email _____



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Room Rental Reservation Form – pg. 2

Rental Questions:

1. Is the event open to the public? Yes/No ____ Will Attendees Be Charged? Yes/No ____
2. May we share your contact info (as a reference) to prospective attendees? ____Yes ____No
3. Do you plan to serve refreshments/snacks with your own disposable plates/cups/plastic ware? ____Yes ____No
4. Do you wish our personnel to set-up your tables and chairs? Yes ____ No ____
 - Connect with the Rentals Coordinator to confirm layout: _____
5. Has checklist for guidelines and closing been provided to you? ____Yes ____No
6. Has the Rentals Coordinator walked through the rental checklist with you? ____Yes ____No

Please check all boxes below and initial, indicating you accept the following terms:

- I have read and will comply with the Christ Lutheran Church Rental Policy and Guidelines.
- Deposit will be paid at the time of reservation with rental fee to be paid either at the same time but at least within two weeks prior the rental date.
- We will leave the room clean and complete all tasks on the Before You Leave Rental checklist.
- If meeting room is no longer needed, I will notify the Rentals Coordinator in writing 30 days before the rental date or incur a cancellation fee as outlined in the Policy and Guidelines.
- I understand that I will be responsible for any and all damages to church property exceeding the deposited amount.
- I understand there is a no smoking or alcohol policy for rental events.

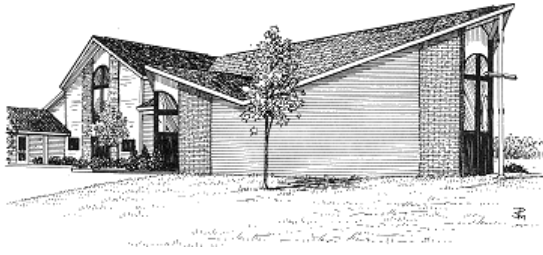
I have read and understand above terms: _____
Signature Date

Do you have sufficient liability insurance to cover any activities? ____ Yes ____ No

Carrier Name: _____ Coverage Amount: _____

Indemnification of Christ Lutheran Church. User agrees that Christ Lutheran Church will not be responsible for any loss, injury or damage to persons or property which at any time may be suffered or sustained by lessee or by any person whosoever may at any time be using or occupying or visiting the premises or be in, on or about the same, whether such loss, injury, death or damage is caused by or in any way results from or arises out of any act, omission or negligence of user or of any occupant, visitor or user of any portions of the premises, or results from or is caused by any other matter or thing whether the same kind as or of a different kind than the matters or things above set forth. User covenants to save, defend, hold harmless and indemnify Christ Lutheran Church and all of its agents and employees from and against any and all claims, loss, damage, injury, cost (including court costs and attorney fees) charge, liability or exposure, however caused, resulting from, arising out of or in any way connected with user occupation and use of the premises.

Signature of applicant _____ Date _____



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Christ Lutheran Church Rental Policy and Guidelines

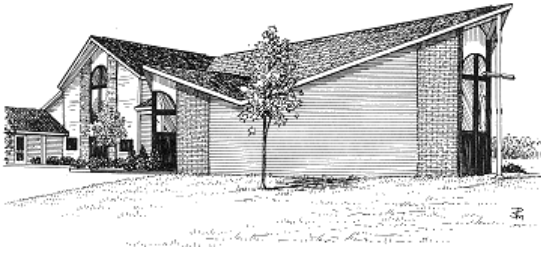
Welcome and thank you for your interest in rental facilities at Christ Lutheran Church in Paddock Lake, WI. We are committed to providing a high-quality facility for your event and it is our goal to make your event one to remember.

Reservations may be made up to twelve (12) months prior to your desired date. Available rental times are as follows:

Monday – Thursday	8:00am to 9:00pm
Friday	8:00am to 11:00pm
Saturday	8:00am to 11:00pm
Sunday	12:00pm to 8:00pm

RENTAL PROCEDURES & DAMAGE DEPOSITS

- To reserve a date, applicants must pay a reservation/damage deposit of \$150.00. Please note that the deposit is refundable as long as the room is left in the same condition that it was found and you do not go past the contracted end time. Any party leaving without cleaning up could lose all or a portion of their deposit. The damage deposit may also cover expenses related to additional cost for repair, replacement or damage related to your event. Additional charges will apply should the amount exceed the damage deposit. Set up time is included within rental time.
- The church sanctuary is off limits to all events.
- Weekday rentals must adhere to the women's bathroom 'in use and not available' signage as there is certain time frames each hour when the bathroom can only be used by the day care center staff.
- Final payment and any special room requirements must be received by the Rentals Coordinator at least two (2) weeks before the event.
- Additional hours may be prearranged in 60-minute increments as available. Additional increments incurred, but not prepaid, will be held from the damage deposit. Rental fees will not be returned to renters leaving early.
- Cash, checks and cashier's checks are accepted as payment. Rentals become final once the rental agreement has been completed, signed and deposit received.
- Christ Lutheran Church reserves the right to refuse rental to any individual/group. Events and activities held at Christ Lutheran Church will not conflict with the ideals and beliefs of Christ Lutheran Church.



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Rental Fees

*Special pricing may be available for rentals of two or more consecutive days

<u>Fellowship Hall</u>	<u>Time</u>	<u>Non-Members</u>
Size of Fellowship Hall 30' x 52' (1,600 sq. ft.)	Up to 4 hrs.	\$150
	4:15 to 6 hrs.	\$175
	6:15 to 8 hrs.	\$200
	Daily > 8 hrs.	\$250

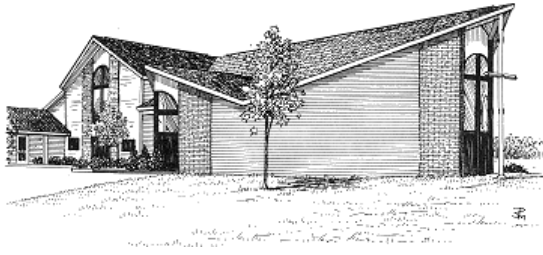
Sunday School Set Up Cannot Be Moved

<u>Library Room</u>	<u>Time</u>	<u>Non-Members</u>
	Up to 4 hrs.	\$25
	4:15 to 6 hrs.	\$35
	6:15 to 8 hrs.	\$45
	Daily > 8 hrs.	\$75

<u>Equipment Available</u>		
	Microphone	\$25
	Projector/Screen	\$25
	Easel	\$5 each

<u>Table/Chairs Set Up Fee</u>		
	0-25 people	\$10
	26-50 people	\$20
	51-74 people	\$30
	75+ people	\$50

- **CANCELLATIONS** - We do understand that things can happen as you plan for your special event and some cancellations may occur. Cancellation fee will be applied as follows: \$25 canceled 30 days prior and \$75 to reservations canceled less than 14 days before the reservation date. Please contact the Rentals Coordinator as needed.
- **DATE CHANGES** - Changing your rental date is possible without penalty if done at least 30 days prior to reservation. Changing the date less than 30 days prior to the reservation could result in a \$25 change fee. Please contact the Rentals Coordinator as needed.
- **ALCOHOL & SMOKING** - The facility is alcohol and smoke free. Smoking is allowed outside the facility as long as smoking occurs 25 feet away from any door, window or passage way (for cleanup, please check outside). Any variance from the alcohol policy needs prior approval from the Rentals Coordinator and/or Church Council.



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- **TABLE AND CHAIR SET-UP** - A rental room set up is available the following layouts:

Theater - Seats or chairs in rows facing a stage area, head table, or speaker with no conference table - (this is the most efficient set-up when the attendees will act as an audience).

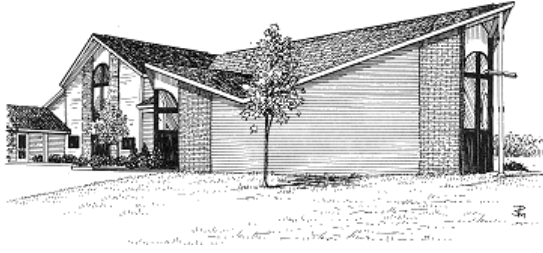
U-Shape - A series of conference tables set in the shape of the letter U with chairs around the outside - (this set-up is often used for board of directors' meetings, committee meetings, or discussion groups where there is a speaker, audio-visual presentation or other focal point).

Classroom - Rows of conference tables with chairs facing the front of a room, and usually a speaker, providing writing space for each person - (this set-up is ideal for note taking, meetings requiring multiple handouts or reference materials or other tools such as laptop computers - this is the most comfortable set-up for long sessions and allows refreshments to be placed within reach of each attendee).

Conference/Boardroom - A rectangular table set-up with chairs around all sides and ends - (this set-up is often used for board of directors' meetings, committee meetings or discussion groups).

Hollow Square - Conference tables arranged in a square or rectangle, leaving the center open with chairs placed around the outside of the tables.

- **DECORATIONS Only** free-standing floor and table decorations are permitted. Affixing anything to ceiling, walls, doors or windows is prohibited. If decorations are found attached in the room, it will result in forfeiture of your damage deposit funds. Candles may be used if they are enclosed in a hurricane or vase. No free-standing tiered candles are allowed.
- **INSURANCE Some** special events and corporate hosted functions may require a *Certificate of Insurance* evidencing general liability insurance written per rental with no less than \$1,000,000 single occurrence and \$2,000,000 aggregate for personal injury and property damage, naming Christ Lutheran Church as an additional insured party. Your personal insurance agent can assist you.
- **BEFORE YOU LEAVE** To ensure the return of your damage deposit, make sure you simply leave the room in the same shape that you found it, clean and useable for the next event. Please follow the "Before You Leave Rental Checklist". Any cleaning and/or repairs that are required will be deducted from your deposit. Please notify the Rentals Coordinator of any damage or nonworking equipment.
 - See Page 6 for the Before You Leave Rental Checklist.



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Before You Leave Rental Checklist

Name of organization/person renting: _____

Date of activity: _____

Name of person checking out at end of event: _____

Cleanup Check List

- Take out trash and recyclables. Plastic items and aluminum cans that can be recycled should go outside and placed in the recycle bin near shed. All other trash placed in plastic bags, taken outside and placed in the trash dumpster near shed. No food items should be left inside the church.
- Check inside and outside of both entryways for cleanup.
- Sweep and/or vacuum floors and wet-mop needed (supplies in the closets by south doors).
- Wipe down and put away all tables and chairs.
- Pick up any litter at entry ways.
- Take away any pamphlets, brochures or other material from your event.
- All lights must be turned out (the lights outside are on a light sensor and should not be turned off).
- Turn off all ceiling fans; turn down heat and air conditioning to 65 degrees.
- All doors and windows must be closed and locked. The outside doors can still be opened from the inside when locked. This allows persons remaining in the building to leave after the doors have been locked.
- Bathrooms: sinks/toilets not running, lights out and empty trash. Wipe down sinks, toilets and urinals; cleaning supply kits are located in each bathroom.
- If kitchen equipment and utensils rented, please verify all items are cleaned and all electrical appliances shut off and put away.
- Microphone placed on kitchen counter.

Please note anything that the Rentals Coordinator should be aware of:

Thank you for renting with us!

Event Completion Time: _____

Signed _____