

**Christiana Lutheran Church  
Facilities Reservation and Rental Form**

Rental Dates: \_\_\_\_\_ Rental Time: \_\_\_\_\_  
User Name: \_\_\_\_\_ Rental Fee: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Rental Paid: \_\_\_\_\_ Deposit Paid \_\_\_\_\_  
Phone: \_\_\_\_\_ Check #: \_\_\_\_\_ Check # \_\_\_\_\_  
Email: \_\_\_\_\_ Facilities(s): \_\_\_\_\_

**Facility Rental Fees for non-members**

Fellowship Hall	\$100
Smith Assembly Hall	\$100
Kitchen – Smith Assembly Hall	\$100
Sanctuary	\$200
Multi Media Operator	\$100
Deposit (refundable)	\$100

(deposit must be a separate check)

**Members and Non-Members**

There are no rental fees for active Christiana members who reserve the facilities for the use and benefit of the member and/or their children. This relates to weddings, family reunions, and other family events as long as it is scheduled for the direct use of an active Christiana member. **The church member who makes the reservation must be present at the function.** Wedding cleaning fees are: \$100 for sanctuary and \$100 for Smith Assembly Hall and \$50 for Fellowship Hall. **All non-member requests for use of space MUST be approved by Council.**

The applicant hereby agrees and undertakes to save and hold harmless Christiana Lutheran Church from any and all claims for damages to personal property and/or bodily injury that may arise out of the use of the facilities and special equipment, without regard to damage, personal or otherwise, is brought about or caused by the negligence of the applicant, Christiana Lutheran Church or any other person, organization, firm or corporation.

The applicant will be responsible for, and agrees to pay for, damages done to the property and equipment of Christiana Lutheran Church, exclusive of ordinary wear and tear.

The applicant has read and will abide by, all statements included in the Facilities Reservation and Rental Form, and the Smith Assembly Hall/Fellowship Hall Guidelines.

Applicant hereby agrees to clean the Fellowship Hall; Smith Assembly Hall as outline in Guidelines and returned signed check list to the Church office following the event. (does not apply to weddings)

All Church groups; members and non-members must provide all supplies for their event. i.e., paper products, etc.

This is a binding contract between Christiana Lutheran Church and user signed below.

Sign by: \_\_\_\_\_ Signed by: \_\_\_\_\_  
User Church Representative