

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	\$250
Smith Assembly Hall	\$250
Kitchen – Smith Assembly Hall	\$100
Sanctuary	\$500
Multi Media Operator	\$100
Deposit (refundable)	\$250

(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. **To waive fees, an active church member must be present at any function for which a space was reserved by a church member.**

All non-member requests for use of space MUST be approved by Council.

Wedding cleaning fees are: \$100 for sanctuary and \$100 for Smith Assembly Hall and \$50 for Fellowship Hall.

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