

Office use only: Date Received: \_\_\_\_\_ Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

*For consideration of requests for use of the Elk River Lutheran Church facility, this form must be completed in its entirety and returned to the Office Manager as soon as possible.*

Event \_\_\_\_\_ Day & Date: \_\_\_\_\_

Recurring? Y N If yes: Frequency \_\_\_\_\_ Begins: \_\_\_\_\_ Ends \_\_\_\_\_

Start time (include setup) \_\_\_\_\_ End time (include cleanup) \_\_\_\_\_

Total Hours \_\_\_\_\_ Expected attendance \_\_\_\_\_

Area requested: Café \_\_\_\_\_ Sanctuary \_\_\_\_\_ Board Room \_\_\_\_\_ Lower Level \_\_\_\_\_ Kitchen \_\_\_\_\_

Description of event:

Additional Requests: Smartboard \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Contact Information**

\_\_\_\_\_  
*Name/Organization*

\_\_\_\_\_  
*Address Line 1*

\_\_\_\_\_  
*Address Line 2*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Telephone email address*

**GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW**

1. This is a place of worship, please be considerate of others that may be in the sanctuary as well as other meetings.
2. Smoking, alcoholic beverages, illegal drugs, use of guns are **prohibited** in all areas of the facility.
3. Children accompanying adults must be supervised at all times.
4. Lessee is responsible for complete clean up and disposal of trash. All trash is to be removed to outdoor receptacles. *All bottles and cans are to be removed from property by lessee.* A disposal fee of \$25.00 may be applied if necessary.
5. All food and drink shall be confined to the dining areas. **No red beverages** are allowed.
6. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or the church's property resulting from Lessee's use.
7. Elk River Lutheran Church does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
8. Outdoor activities cease at 10:00 p.m. as required by local zoning laws and in consideration of our neighbors.
9. The telephone is to be used for emergency or local calls only. Any long distance expenses incurred during a function will be charged to the Lessee.
10. Any items/supplies brought into the facility must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.

In requesting the use of Elk River Lutheran Church facility, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Revised 10.10.2016*