



# FACILITY USE AGREEMENT

Date of use: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Event time from: \_\_\_\_\_ to: \_\_\_\_\_  
 Set-up time: \_\_\_\_\_ out by: \_\_\_\_\_

**CONTACT INFORMATION:**

Organization		
Contact Person		
Phone		
Email		
Address		
City, State, Zip Code		
Group size	Adults: _____	Children: _____

The non-refundable deposit is applied towards your total facility fee and is required to reserve the space, time and date. Depending on the type of event, a refundable damage deposit will apply. After hours events may also be charged a \$20/hour custodial fee.

On CLC Calendar:

Initials: \_\_\_\_\_

A “√” is in the box next to the room(s)/area(s) that you are agreeing to use.

SPACE/FACILITY	CAPACITY	RENTAL FEE	DEPOSIT
Gymnasium (undivided 5500 sq ft) e.g. Sports/Exercise activities		\$30 (per hour) \$45 (2-4 hrs)	\$20
Gymnasium (undivided 5500 sq ft) e.g. Tournament		\$150 (8 hours) \$20 each add'l hour	\$50
Lounge with use of Kitchen	50	\$60	\$20
Fellowship Hall (not including Kitchen)	250	\$70	\$20
Fellowship Hall with use of Kitchen	250	\$95	\$20
Kitchen		\$35 (up to 2 hours) \$10/hour each add'l hour	\$20
Sanctuary - upon Pastoral approval	max 400	fee negotiable depending on event	
Rates apply to all Classrooms (Capacity):		\$25 (up to 2 hrs) \$5 (for each add'l hour)	\$20
Lounge (not including Kitchen)	50	\$30 (\$5 each add'l hour)	\$20
Classroom 1 (15)	Classroom 2 (15)	Classroom 5 (30)	
Classroom 7 (50)	Classroom 9 (15)	Classroom 11 (25)	
Classroom 12 (25)	Youth Room, Upon Pastoral Approval – Add'l \$10 Upcharge		

The Facility Use Agreement is a contract which allows usage of Calvary Lutheran Church space and/or facilities. Each party agrees that it will treat as confidential all information which may be disclosed to it by the other under this Agreement. Your group is responsible for leaving the space in the same condition as you found it - that all lights have been turned off, doors securely locked and the key returned to the lockbox (if applicable.) Calvary Lutheran Church reserves the right to cancel or reschedule your activity. Please note that in the event of a funeral, your activity may be rescheduled.

**ACTIVITES:**

What activities will be taking place in the space?

**SUPERVISION:**

If young people under age 18 will be using the Calvary Lutheran Church space and facilities, please describe the following:

Supervision that you will be providing?

Ratio of students to supervisors/adults?

**SET-UP NEEDS (e.g. tables, chairs, projector, screen, TV/DVD player):**

(Extra fee for tech equipment of \$15/item: LCD projector; sound system; each microphone. \$15 for use of gym supplies; \$15 for set up/take down of volleyball nets)

Room(s) as indicated above	Set-up requested for each space

**OTHER COMMENTS/INFORMATION:**

Billing Notes:

I have read and agree to the Facility Use Policies & Procedures document. I understand that the space will be reserved only after the Facility Use Agreement is signed by the authorized representative and deposit received. Payment in full is due one week prior to the event, payable to Calvary Lutheran Church. Our facility is scheduled on a first come first serve basis.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Date approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Deposit received: \$ \_\_\_\_\_ Ck # \_\_\_\_\_

Payment received: \$ \_\_\_\_\_ Ck # \_\_\_\_\_

Copy to Custodian: \_\_\_\_\_

Copy to Child Min Director if needed: \_\_\_\_\_