

FACILITIES USE AGREEMENT

Name of Person/Organization (User) _____

Contact Person (if different than above) _____

Address _____ City _____ State _____ Zip _____

Telephone () _____ E-Mail _____

Type of Event _____

If this event is a wedding, please also complete and return the Wedding Information Form

Date (s) Requested _____ Time Requested Begin _____ End _____

If a wedding, date & time of rehearsal _____

Number of people who will be here: (approximate) _____

Will you need services of: Pastor _____ Keyboard Player _____ Caterer _____

Facilities Requested for use _____ Sanctuary (seats 140 max) _____ Social Hall (seats 125 max)
_____ Kitchen _____ Meeting/Brides Room (seats 25 max)
_____ Pavilion and Grounds

A minimum deposit of \$100 plus the \$100 security deposit (\$200 total) is required with this signed agreement to reserve the date and time requested. Deposits are fully refundable if notification of cancellation occurs at least 15 days prior to scheduled event. Only the Security deposit will be refunded if notification is less than the 15 days. Remainder of the balance is due on the date of the event.

I/We, the undersigned, agree to indemnify, defend and hold harmless Hainesville Lutheran Church, its agents, employees, and members, from and against all costs, damages, claims, liabilities, and expenses (including attorney's fees) to the person(s) or personal property of ourselves, our guests, minister, florists, photographers, musicians, and any and all other persons entering upon the church property for the purpose of our event, occasioned by or resulting in any way our use of the church facilities.

Responsible Person Signature _____ Date _____

This completed form and the required deposits shall be returned to the CHURCH OFFICE

*****THE FOLLOWING TO BE COMPLETED BY HAINESVILLE LUTHERAN CHURCH*****

This person will be your designated CONTACT for Hainesville Lutheran Church

_____ Phone _____ E-Mail _____

Approval of this agreement is granted on behalf of Hainesville Lutheran Church

Pastor President or Vice-President Office Manager Date

THIS SECTION TO BE COMPLETED BY HAINESVILLE LUTHERAN CHURCH

DONATIONS FOR NON-MEMBER USE (to be checked as appropriate by representative of HLC)

_____ \$100 Deposit to be applies to the total rental

_____ Security Deposit \$100 (refundable after event depending on condition of building)

_____ Use of Sanctuary \$400

_____ Use of Social Hall \$200

_____ Use of Kitchen \$100

_____ Use of Pavilion & Grounds \$250 (4hours) \$50 each additional hour

_____ Use of Meeting Room \$50 (No charge for use as dressing room for weddings)

_____ Custodial Fee \$50 Custodial Fee may be avoided if facility is left in "as it was" condition

_____ Church Representative \$60/1st 4 hours. Church Representative Fee is required and shall be paid directly to the person who will be present during your event, then \$10 each additional hour.

_____ **Fees for Pastor and/or Keyboard Player shall be arranged with each individual and paid directly to them.**

TOTAL AMOUNT REQUIRED TO SECURE THIS RENTAL: \$200

TOTAL CHARGE FOR BUILDING USE: _____