

## 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 attached 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; \_\_\_\_\_ Organist; \_\_\_\_\_ 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 fees are due on the date of 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, ministers, 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 LUTHER CHURCH -----**

This person will be your designated CONTACT for Hainesville Lutheran Church

\_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

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

\_\_\_\_\_  
Pastor President or Vice – President Admin. Assistant Date

*Fee schedule on reverse side of form*

**THIS SECTION TO BE COMPLETED BY HAINESVILLE LUTHERAN CHURCH**

FEES FOR NON-MEMBER USE (to be checked as appropriate by representative of HVLC)

- \_\_\_\_\_ \$100 Deposit to be applied to total rental fee
- \_\_\_\_\_ Security Deposit \$ 100 (refundable after event depending on condition of building)
- \_\_\_\_\_ Use of Sanctuary \$ 400                      \_\_\_\_\_ Use of Kitchen \$ 100
- \_\_\_\_\_ Use of Social Hall \$ 200                      \_\_\_\_\_ Use of pavilion & grounds \$250 (4 hours)/ \$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/ 1<sup>st</sup> 4 hrs. 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 Organist shall be arranged with each individual and paid directly to them.**

TOTAL AMOUNT REQUIRED TO SECURE THIS RENTAL: \$200

TOTAL CHARGE FOR BUILDING USE: \_\_\_\_\_