

RULES AND COST FOR RENTING MULTI-PURPOSE ROOM OR GYM

RENTAL FEES

	<u>Members</u>	<u>Non-Members</u>
Multipurpose Room	\$60.00	\$75.00
Multipurpose Room w/ Kitchen	\$80.00	\$100.00
Gym	\$100.00	\$150.00
Gym w/ Multipurpose Kitchen	\$120.00	\$175.00
Use of gym for playtime for children	\$15.00	\$15.00
Long Term Room Rental (over 2 times)	\$120.00	\$120.00

There will be a \$150.00 security deposit required which will cover anything broken or damage to property. Part of the deposit will be kept if facility is left extremely dirty. This inspection will be done by our custodian.

The security deposit will be refunded the first working day after the event when the door key is returned and after the custodian has done the inspection of property to check for damage or excess dirt.

The renter will designate one person to be in charge of picking up a door key during church office hours, Monday-Thursday 7:30 A.M. – 4:00 P.M. and Friday 7:30 A.M. – 12:00 P.M. That person will be responsible for turning off lights and locking all doors when leaving the building. All garbage will be taken out to the dumpster before leaving the building.

The renter will tell the church office the number of people they expect at the event. Round tables will be used in the Multipurpose room unless straight tables are requested, then straight tables and chairs will be brought in if necessary. The capacity of the room is 112 people which utilizes 14 round tables with 8 people at each. If straight tables and chairs are requested, the renter will be required to set them up and take them down. They must be returned to the same racks they came off of.

Renters and their guests must confine themselves to the room rented and the nearby bathrooms. Please do not enter areas other than what you have rented.

Zion Lutheran Church will not be responsible for accidents or lost articles on church or school property. Zion Lutheran Church has the right to deny rental to any group or individual.

Signed,

The Board of Directors

July 16, 2011

CLEAN UP CHECK LIST
FOR
RENTAL OF ROOMS

1. All appliances (coffee pots, crock pots, etc.) unplugged and cleaned.
2. Kitchen (counters, stove, refrigerator, etc.) cleaned and wiped dry.
3. All items used (tables, chairs, etc.) are to be put back where they belong.
4. All floors swept and if needed wiped up. Mop and bucket can be found in the closet with double doors at the south end of the Multipurpose Room.
5. Garbage taken to dumpster.
6. All lights turned out.
7. All doors and windows are closed and locked.
8. Please leave the used dish cloths and towels on counter and our School Cook will launder them.