

FACILITY USE AGREEMENT

Organization:

Contact Person:

Address:

City:

State:

Zip:

Home Phone:

Daytime Phone:

Email:

Type of Activity

Arrival Time

Finish Time

DESCRIPTION OF SERVICES:

Event:

Date & Time:

Space Requested:

Charges: \$

The Renter is liable for damage to the buildings, to grounds, to furniture, and/or to equipment of Sheridan Lutheran Church, and for the safety of all guests. The Renter will be held responsible for costs for repair that exceed normal wear and tear. The security deposit will be used to pay for such costs. Costs that exceed the amount of the security deposit will be charged to the Renter and collected after the event. The Renter also agrees to indemnify and hold harmless Sheridan Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

Sheridan Representative: **SUSIE POWELL – 423-4769** s.powell@sheridanlutheran.org

STANDARD PROCEDURES FOR FACILITY USAGE

Wedding Facilities are for members and/or family members.

NO Smoking or use of alcohol in building or parking lot

Children should be attended to by an adult at all times, hallways, bathrooms, etc. Please do not allow small children to wander in the hallway by themselves. Our concern is for the safety of the children.

All catering will need to be facilitated by an outside caterer.

Posters, visual displays, etc. may NOT be affixed to walls

You must provide your own paper goods, coffee, sugar, creamer, lemonade, etc

Any items brought onto church property must be removed immediately after use.

All groups will restrict their activity to the room assigned

NO helium balloons, please. If they go up into the ceiling area, the motion sensors on our security system sets off the alarm (even during the night)!

NO glitter of any kind should be used for decorating purposes. It is very difficult to clean off tables, floors and carpeting.

Worship Center

Wedding (800 Seating) \$800.00
Other Events (eg., meetings, recitals, etc.) \$100.00

Chapel

Wedding (60 Seating) \$750.00
Other Events (eg., meetings, recitals, etc.) \$ 75.00

Family Life Center or Great Room

\$100.00
use of large Kitchen \$ 50.00

Waffleman Events extra \$50

Set up by custodians \$ 50.00

Gathering Room (316)

\$ 50.00

Room 111

Per Event \$ 25.00

Events with use of Small Kitchen \$ 35.00

Small Room Usage

Sunday School Rooms \$ 25.00

Custodian Charge for Facility Use is Included in above charges