



Saint John's

Evangelical Lutheran Church

Serve • Care • Worship • Learn

Reserving Church Property

Name of Primary Contact: _____

Member: Y or N

Person reserving the church property must be at least 25 years old.

Date of Function: _____ Start Time: _____ End Time: _____ Arrival Time: _____ Exit Time: _____

Intended Purpose: _____

Primary Contact Email: _____

Phone: _____

<u>FEES</u>	<u>Due:</u>	<u>Non-refundable Deposit (\$100.00)</u>	<u>Payment received:</u>
100 – 150 people	\$300	_____	_____
50 – 99 people	\$250	_____	_____
1-49 people	\$100	_____	_____
Total to Saint John's Lutheran Church	_____	_____	_____
Custodian Fee for 5 hours or less	\$150	_____	_____
More than 5 hours will add \$15/hour	_____	_____	_____
Total to custodian:	_____	_____	_____
Total:	_____	_____	_____

NOTES

1. A custodian or responsible person of St. John's must be present at all times for security purposes.
2. If the kitchen will be used for cooking/preparing food an additional fee of \$50 will apply.
3. Only table decorations are permitted. No tacking or taping to walls, windows or ceilings.
4. Renter is responsible for removing decorations, table covers, dishes and any food.
5. Alcohol is not permitted on the church property.
6. The church reserves the right to cancel or end the event if guests or members of the party arrive inebriated or behave in any way that jeopardizes the dignity or integrity of Saint John's Church.
7. Payment for any damages to the church property caused by members at this function will be the sole responsibility of the person entering into this agreement.

Church Official: _____ Date: _____

Primary Contact: _____ Date: _____

Revised: 1/10/2018