

## Milnor Lutheran Church Facilities Rental Agreement Fellowship Hall

This contract for the rental of a venue is made this day, \_\_\_\_/\_\_\_\_/20\_\_\_\_, by and between Milnor Lutheran Church, hereafter referred to as MLC, and \_\_\_\_\_, hereafter referred to as the Renter.

The Renter desires to temporarily rent, occupy, and make use of MLC's **Fellowship Hall**; and the Owner agrees to rental, occupation, and use in consideration of certain payments and conditions below;

The parties agree to the following terms and conditions:

1. The Renter, who is a member, shall pay to MLC a deposit of \$100.00 no later than \_\_\_\_/\_\_\_\_/20\_\_\_\_. (Recommended: 30 days before commencement of the rental period.)

2. The Renter, who is not a member, shall pay to MLC a fee of \$50.00 plus a deposit of \$100.00, payable in two separate checks, no later than \_\_\_\_/\_\_\_\_/20\_\_\_\_. (Recommended: 30 days before commencement of the rental period.)

A. The Renter shall have access to and use of the venue from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of hosting the Renter's event.

B. The Renter needs to decide in advance if they will be responsible for cleaning or would like to pay for janitorial services. Janitorial fee is \$50 in addition to the fees noted above.

Initial here:            YES \_\_\_\_\_                                  NO \_\_\_\_\_

If yes, a separate check from the deposit is required (non-members can include this fee with the \$50 rental fee). Church office will schedule janitorial services.

If no, **then renter shall clean up the venue following the event**, including but not limited to the following:

1. Empty all garbage, including bathrooms used and place in dumpster
2. Wash and put away all dishes & equipment
3. Wipe off all counters and bathroom vanities
4. Wipe tables, straighten chairs, and put tables back where they were
5. Vacuum as needed
6. Sweep/mop kitchen floor as needed
7. Launder kitchen towels/washcloths & return
8. Wash tablecloths (if used)
9. Make sure outside kitchen door is locked
10. Turn off lights
11. Relock outside doors (not the one by the office)

C. **Upon Renter's completion of his/her obligations under (B) above, the MLC shall return to the Renter any security deposit tendered**, minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all

other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.

- D. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that MLC may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless MLC against any and all legal actions which may arise from Renter's use of the venue.
- E. Any disputes arising under this contract shall be adjudicated in MLC's local jurisdiction.
- F. Renter shall abide by all church policies, especially those listed in the Policy for Use of Church Facilities.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

RENTER

MILNOR LUTHERAN CHURCH  
OWNER OF FELLOWSHIP HALL

\_\_\_\_\_  
Event Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

321 – 2<sup>nd</sup> Street

P. O. Box 355

\_\_\_\_\_  
City, State, Zip Code

Milnor, ND 58060

Telephone: 701-427-9273

\_\_\_\_\_  
Phone Number

Email address: mlchurch@drtel.net