

Milnor Lutheran Church Facilities Rental Agreement Church--Wedding

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, specifically the Church building, for a wedding; and MLC agrees to such 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 the sum specified below no later than ____/____/20____. (Recommended: 30 days before commencement of the rental period.)
 - a. Charge for use of the church (two days) \$ 150.00
 - b. Refundable fee (returned if church is left in acceptable condition after the wedding) 200.00
 - c. Optional fee for cleaning church after rehearsal 100.00

Total \$ _____

Charge for use of church includes janitorial fees only after the wedding, it is the renter's responsibility to clean after rehearsal unless optional fee is included. If optional cleaning fee is included, church office will contact janitor to schedule.

If the Renter desires to use the Fellowship Hall for a wedding reception, a contract for use of the Fellowship Hall must be completed and appropriate fees/deposits paid.

2. **The Renter, who is not a member**, shall pay to MLC the sum specified below no later than ____/____/20____. (Recommended: 30 days before commencement of the rental period.)
 - a. Charge for use of the church (two days) \$ 200.00
 - b. Refundable fee (returned if church is left in acceptable condition after the wedding) 200.00
 - c. Optional fee for cleaning church after rehearsal 100.00

Total \$ _____

Charge for use of church includes janitorial fees only after the wedding, it is the renter's responsibility to clean after rehearsal unless optional fee is included. If optional cleaning fee is included, church office will contact janitor to schedule.

If the Renter desires to use the Fellowship Hall for a wedding reception, a contract for use of the Fellowship Hall must be completed and appropriate fees/deposits paid.

- A. The Renter shall have access to and use of the venue from _____ to _____ for the purpose of hosting the Renter's event. MLC shall provide any necessary keys to give Renter such access prior to the beginning of the rental period.

B. Renter shall clean up the venue following the event, including:

1. **Pick up trash and loose items**
2. **Turn off all lights**
3. **Leave sanctuary as you found it (remove all decorations, etc)**

Please remember that church service will normally be held the following morning if the wedding is on a Saturday, so make sure to line up enough help to leave in the condition it was found.

- C. Upon Renter's completion of his/her obligations under (B) above, 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 SANCTUARY & FELLOWSHIP HALL

Event Title

Signature and Date

Signature and Date

Printed Name

Printed Name

Address

321 – 2nd Street

P. O. Box 355

Milnor, ND 58060

City, State, Zip Code

Telephone: 701-427-9273

Email address: mlchurch@drtel.net

Phone Number