

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

Milnor Lutheran Church Facilities Rental Agreement
Church-Wedding

This contract for the rental of venue is made, _____/_____/_____, 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, specially the Church building, for a wedding; and MLC agrees to such rental, occupation, and use of certain payment and conditions below;

The parties agree to the following terms and conditions:

1. **The Renter, who is a member**, shall pay MLC the sum specified below
 - a. Charge of use of the church (two days) \$200.00
 - b. Refundable fee (returned if church is left in acceptable condition after the wedding) \$150.00
 - c. Optional fee for cleaning church after rehearsal \$100.00Total \$ _____

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 the optional fee is included, church office will contact janitor to schedule.

If 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 MLC the sum specified below:
 - a. Charge of use of the church (two days) \$250.00
 - b. Refundable fee (returned if church is left in acceptable condition after the wedding) \$200.00
 - c. Optional fee for cleaning the church after rehearsal \$100.00Total \$ _____

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

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