

ZION LUTHERAN CHURCH –RENTAL AGREEMENT

Zion Lutheran Church desires to reach out to our neighbors and promote a sense of community involvement. As part of this involvement, we will make our facilities available to members and non-members, individuals and groups at times that do not conflict with services of worship or other congregational activities. All use of the church and its grounds will conform to the General Building Policy and be approved by the Church Council or a person designated by the church council to give approval. (Funerals are an exception to this rule).

Any individual or group using the building is responsible for the building and for anyone they let into the building.

_____ initials

ROOM RENTAL FEES: (Up to four hours)

Fellowship Hall	\$300.00 (seats up to 300)
Commons Room (With 2 week notice)	\$100.00 (seats up to 100)
Classroom (by Narthex)	\$ 75.00
Parlor	\$ 75.00
Gathering Space (Elevator Café)	\$ 50.00
Alcohol fees	\$ 10.00 per hour
Additional hour/s	\$ 30.00 per hour (additional hours cannot be granted after 9 pm on Sundays)

Renting any of the rooms at Zion does NOT give you playground privileges. If you or any of your guests enter the playground you will be charged \$ 200.00.

_____ initials

CUSTODIAL FEES: (Members/Non-Members): \$60.00 - for reserved room
\$60.00 - for kitchen
\$40.00-monitoring fee

DEPOSIT: (Member /Non Members): **1/3 of the total rental fee goes toward your rental fee and is due upon scheduling the event. It is non-refundable.**

In addition, a refundable security deposit of \$100 is due 5 business days before the event. A check payment separate from rental payment is preferred(for ease of returning to you after the event). This payment will be refunded the first business day after your event **if the facility is clean, the building is undamaged and all written policies have been followed.**

The balance of your rental and custodial fee is due no later than five business days before the event. (Total fees minus non-refundable rental deposit you paid to reserve the date.)

- Only beer, wine and champagne are permitted. You will be responsible for securing and paying for police duty (required by the city) if offering any or all of these alcoholic beverages at your event. Please check and initial the appropriate space: *Reminder, there is a \$10/hour fee for serving alcohol plus the cost of police coverage.*

I am serving alcoholic beverages _____ I am **NOT** serving alcoholic beverages _____

_____ initials

- Only scotch tape, masking tape, or sticky-tac can be used to secure decorations to any Zion property (ie. walls, tables, chairs, etc.). Duct tape, staples, tacks, nails and ceiling decorations are not permitted.
- The stage area in Fellowship Hall may be used for a band, DJ or bridal party table **ONLY**. **Children are not permitted to use the stage area as a play area.**
- Any use of a fog machine must be **is strictly prohibited** due to the possibility of the fog activating the smoke detectors.
- You and your guests are NOT permitted to use areas of the building that are not being rented, other than restrooms. Please ask your guests to remain in your rented space. The church will have an employee on the premise during your event to monitor the halls as a way to help you do this.
- Zion Lutheran Church and The Artful Family Preschool is a non-smoking facility, in compliance with Ohio Law. Please go out to the 7TH Street sidewalk to smoke.
- The playground area outside the church building is NOT AVAILABLE to anyone renting the building. It is for the exclusive use of the Preschool. There will be a \$200 penalty if anyone uses it. It is video monitored.

_____ (initials)

Limited hours on Sunday night. Must be cleaned up and out of the building by 9 PM.