



SINGLE-USE RENTAL POLICIES AND PROCEDURES

ROCK OF AGES LUTHERAN CHURCH

No person, institution or group utilizing the facilities of Rock of Ages Lutheran Church for rental purposes shall use this church as their permanent address either verbally or printed. This includes any business correspondence such as brochures, handouts, business cards, or any type of written communication. Further, no person, institution, or group utilizing the facilities of ROA for rental purposes shall use ROA address as a permanent address for mailing or delivery purposes. [For example, flyers should show: the event will be held on the premises of Rock of Ages Lutheran Church, all mail should be sent to our permanent address at 123 Abc Street.] The only exception is for delivery of flowers, food or items for weddings. The person making the request must clear anticipated deliveries with the ROA office, be on hand to receive deliveries, and arrange for and be present for pickups. **THERE ARE NO OTHER EXCEPTIONS.**

1. DEPOSIT

A \$400 deposit is required to secure a date for the Fellowship Hall/\$100 for the Sanctuary. The deposit is refunded if: the space is used as authorized, including setup time; there are no damages; chairs & tables are placed back on racks; and trash is cleaned up and removed. **The full deposit is retained** if unauthorized use of space occurs, including setup time and/or if there is damage to the building; \$100 is retained if the rented space and outside areas are not free from trash & debris (including placing trash in the proper receptacle, i.e., not left in the parking lot or in the building); \$100 is retained if chairs and tables are not returned to proper place.

2. FULL PAYMENT

The remainder of the rental fees are due seven days prior to the event. If the balance of rental is being paid by check, the payment must be in the secretary's office ten (10) business days before the event. \$30 will be deducted from deposits for returned checks.

3. CANCELLATION

The full deposit is refundable if cancelled within fourteen (14) days of the event; \$100 will be retained if a cancellation occurs after fourteen days. Request for return of deposit **MUST BE MADE IN WRITING.**

4. CATERER

The renter may select any caterer or vendor to provide services for their event. The renter must be present to meet any vendors. ROA will not responsible for meeting or coordinating any vendors.

5. REMINDER—Renter is responsible for the following:

- A. Removing and bagging all trash/garbage from room and place in outside dumpster or **ON THE GROUND BY DUMPSTER.**
- B. Sweeping the floor, and cleaning any **LARGE FOOD SPILLS.**
- C. Cleaning all surfaces and areas used for food service.
- D. Removing all catering supplies, food, and flowers.
- E. Seeing that nothing is taped or hung on walls. **NO BALLOONS WITH HELIUM ALLOWED**
- F. Arranging for time of building to be opened/closed, including setup time.
- G. Abiding by all House Rules.
- H. Arranging for delivery of any rental items on the date of your rental. Pickup **MUST** be on the first business day after your event by 12 noon.

DATE

SIGNATURE OF RENTER

DATE OF EVENT: _____ SPACE USED: _____