

RESERVE CONFIRMATION FOR FELLOWSHIP HALL USE

**ST. JOHN'S LUTHERAN CHURCH
301 West Main Street Walhalla, SC 29691
Phone: (864) 638-6363**

Name and phone # of person reserving the fellowship hall:

Name: _____ Phone #: _____

Name of group utilizing the fellowship hall: _____

Nature and Date of event: _____

Actual time of event: _____ to _____

Time fellowship hall will be needed to set-up: _____

Time fellowship hall will be needed for clean-up: _____

What type set-up will the sexton be responsible for preparing? Please use the space below to sketch your set-up

I understand that the fellowship hall may not be reserved before the service fee(s) described above has been paid in full. I understand that I will be responsible for any and all damage to any property of St. John's Lutheran Church. St. John's Lutheran Church disclaims any liability for any personal injury or property arising from this agreement. I have read and understand the terms and agree to comply fully. I have received a copy of the FELLOWSHIP HALL RENTAL POLICIES AND PROCEDURES

Signed: _____ Date: _____

Approval by Pastor or President of Church Council:

_____ Date: _____

Council approved 8/17/06

Fellowship Hall Capacity with Tables and Chairs between 115 and 130 Auditorium 180

St. John's will remain in compliance with all state and federal fire marshal laws.

St. John's will attempt to keep the fellowship hall comfortable. Doors left open impede the heating/cooling. The renter is required to keep the doors closed.

All persons utilizing the fellowship hall are responsible for making arrangements to enter the building for their event during office hours and for returning the key.

Members of St. John's

Members of St. John's may use the fellowship hall at no charge. Members are expected to participate in the scheduled event and are expected to insure that the fellowship hall and the kitchen are cleaned and the doors are locked at the conclusion of the event.

Members may not reserve the fellowship hall for other individuals or groups.

Members should check with the church secretary for availability, complete the attached facilities rental/use form and turn it into the church office. The facility will not be reserved until the form is signed.

Inactive members, non-members and community organizations

The Fellowship Hall, kitchen and related equipment may be made available from time to time to organizations not regularly associated with St. John's Lutheran Church as a part of and extension of the church's social ministry.

Specific use of the above named facilities by outside organizations must be approved by St. John's Lutheran Church Council at a regular meeting. **Requests for rentals should be received at least one month in advance of the event.**

A service fee of \$100.00, paid in advance, will be charged which will include use of and normal cleaning of the Fellowship Hall and Kitchen. An additional fee of \$50.00, paid in advance, will be charged if dishes and cooking equipment are to be used. The user group will be responsible to wash and put away dishes and linens used from the kitchen. Any breakage charges will be reasonable and normal replacement cost.

The person to be in charge of the event shall be the person signing this agreement. Such person agrees to dispose of all litter such as paper plates, napkins, cups, garbage, etc., in plastic bags, ensure that tables, chairs and other items are left in a neat and orderly condition.

No alcohol or tobacco is to be used or consumed inside the premises during the event.

If persons less than 21 years of age are to attend the function, at least two adult couples, in addition to the person in charge must be present for the entire event.

The function will be non commercial in nature. No admission fee will be charged nor will donations or other requests for money be solicited.

For Compliance a member of the Congregation must be present for the event at an additional supervisory fee of \$50 for 3 hours. If there is any time beyond that, it will require a fee of \$25 per hour for any portion of an hour over the 3 hours. We require a \$100 deposit for the supervisory fee and will refund any unused portion.

FOR OFFICE USE ONLY

<input type="checkbox"/> Confirmed with Pastor	<input type="checkbox"/> Fees remitted
<input type="checkbox"/> Confirmed with Sexton	<input type="checkbox"/> Kitchen fees remitted
<input type="checkbox"/> Entered onto Calendar	<input type="checkbox"/>