

REDEEMER EVANGELICAL LUTHERAN CHURCH - CHICO, CA

June 11, 2008

Parish Hall Use Application

1. **REQUEST IN WRITING:** Application is made to the Board of Trustees at least thirty days in advance. Reservations for the parish hall will be placed on the master calendar in order to keep the leaders and church members informed.
2. **FEE:** Fees will be collected when the event is scheduled. The fees are as follows:
 - a. \$50 - Use of the parish hall for 1 hour.
 - b. \$100 - Use of parish hall for 2 - 3 hours.
 - c. \$250 - Use of parish hall for 3 or more hours/day.
 - d. \$25 - Open/lock fee. Non-refundable. A member or staff member of Redeemer Evangelical Lutheran Church must be present during the event.
 - e. \$150 - Cleaning/damage deposit. Refundable upon inspection.
4. **GUIDELINES:** There shall be no smoking or alcoholic beverages in the building or upon the church property.
 - a. The kitchen is not available for use. Caterers may use ovens/refrigerator/freezer.
 - b. Facility usage is restricted to the parish hall and restrooms.
 - c. Users agree to abide by the above guidelines and accept responsibility to see to it that the facilities are properly used so as not to damage any property and to maintain proper behavior decorum, including children's behavior. The agency must treat the property of Redeemer Evangelical Lutheran Church as if it were their own. The repair or replacement of damaged or destroyed Redeemer Evangelical Lutheran Church property is the responsibility of the user. They will be billed for such expenses accordingly. All equipment or food brought into the facility must be removed and the facility must be restored to its original condition, including placement of furniture and other equipment.
 - d. The user agrees to provide proof of liability insurance or waiver of liability.
3. **EXCEPTIONS:** Any exceptions to these rules are left to the discretion of the Board of Trustees.

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Parish Hall Use Application Form

Name of Organization: _____

Address: _____

Contact: _____ Phone _____

Purpose of Use: _____ Attendance _____

Date Requested: _____ Begin/End Time: _____

Fees Enclosed:

1 Hour \$50 ____

2 - 3 Hours \$100 ____

3+ Hours \$250 ____

Open/Lock Fee \$25 ____

Cleaning/damage deposit \$150 ____

TOTAL fees enclosed: _____

Please make 2 checks payable to Redeemer Evangelical Lutheran Church. One check should include the rental and open/lock fee and the second should be for the cleaning/damage deposit.

We have read and understand the policy of the church and agree to abide by and honor the guidelines and rules. We also agree to be responsible for any damage caused to the property. The Redeemer Evangelical Lutheran Church will not be held responsible for any liability that may occur during the group's use of this facility.

Date: _____ Signed: _____