

**ZION LUTHERAN CHURCH
EQUIPMENT LOAN FORM**

NAME _____

ADDRESS _____

PHONE NUMBER _____

DATE _____

ITEMS BORROWED _____

NUMBER OF ITEMS _____

SIGNATURE _____

(Borrower)

Please return items promptly after use!

SIGNATURE OF PERSON AUTHORIZING THE BORROWING OF EQUIPMENT:

SIGNATURE OF PERSON ACKNOWLEDGING RETURN AND INSPECTION OF BORROWED EQUIPMENT:

(Janitor)

(Date)

**FACILITY RENTAL AGREEMENT
ZION LUTHERAN CHURCH
2421 Avenue C
Kearney, NE 68847
Phone (308) 234-3410**

Name of Organization _____

Name of Representative _____

Address _____

Home Phone _____ **Work hone** _____

Purpose of Rental _____

Date to be used _____ **Hours** _____

Special set-up or equipment needed:

RENTAL RATES (see schedule below).

	Date	Amount
Deposit: Received . .	_____	_____
Refunded . .	_____	_____
Rental: Received .	_____	_____
Refunded .	_____	_____

(Rent must be received 2 days prior to usage.)

FEE SCHEDULE:

Official organization of Zion Lutheran Church are exempt from all deposits and fees.

DEPOSITS:

A \$100.00 deposit fee is required of all users. The deposit fee is due at least **two weeks** in advance (when the contract is signed) and will be deposited when received. After janitorial inspection, refunds will be returned within two weeks. Deductions, if any, will be itemized. Note: A deposit is required for each area of the facility to be used such as the sanctuary, gymnasium, and fellowship hall.

RENTAL FEES:

For Zion Members

No fee is required of Zion member for the use of the facilities, although donations are encouraged to help cover utility and maintenance costs. For weddings, however, there is a \$15.00 flat fee for cleaning the sanctuary, and additional cleaning needed beyond one hour of work is charged at \$15.00 per hour. The cleaning fee for the gym or fellowship hall is \$15.00 per hour, as needed. However, there is no flat fee for the gym or Fellowship Hall. The cleaning fees will be deducted out of the deposit money.

For Non-Members:

1. Sanctuary - \$150.00 (includes 1 hour janitorial cleaning fee)
2. Gymnasium \$50.00 for 2 hours/ \$10.00 for each additional hour.
Sport's rental \$15.00 an hour.
3. Fellowship Hall - \$50.00
4. Kitchen - May only be used with direct supervision by church organizations or committees under their guidelines and fee schedules, and are only to be used for food serving, not for food preparation.
5. Janitorial Fee: \$25.00 for additional cleaning needed beyond 1 hours work. The janitorial fee will be deducted out of the deposit money.

*** * ALL PREVIOUSLY SCHEDULED ACTIVITIES HAVE PRIORITY * ***

HOLD HARMLESS CLAUSE:

The organization above names and the individuals signing on behalf of such organizations do each personally hold Zion Lutheran Church harmless from any claim or demand against Zion Lutheran Church arising out of the use of the facilities by the organization or any claim or demand by any persons upon the premises by reason of the activity of or by invitation of such organization, and the undersigned do covenant to repay and reimburse Zion Lutheran Church for any legal expenses incurred by the church in defending such claims. Zion Lutheran Church reserves the right to refuse facility rental to any individual, group or organization.

Personal Representative and Guarantor: _____

Date Signed _____

Representative of the Church: _____

Copies to: Trustees
Church Office
Janitor (the janitor will also receive a copy of Deposit Refund Form)
Treasurer

Clean Up Report Form

This form is to be used by the janitor to let the Trustees know how many hours of clean-up time it took and any damage incurred following a rental of the facilities.

The Trustees will determine the amount of the deposit that is to be returned to the individual. The Trustees will also sign the form and give it to the Church Treasurer for payment to the janitor and also for reimbursement of remaining deposit back to individual or party renting the facility.

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RENTAL DEPOSIT REFUND FORM

Rental Date _____

Rental Deposit _____

REFUND

Janitor Time _____

Other _____

REFUND AMOUNT TO BE PAID OUT

Amount of Deposit _____

Less Amount for Janitor Fees _____

Less Amount for Other Deductions _____

Total Amount of Deposit Refunded _____

TRUSTEES SIGNATURE _____