

# Holy Spirit Lutheran Church Rental Application and Agreement

Areas of the Church desired (i.e., Fellowship Hall, Kitchen, Classroom(s) and/or Sanctuary)

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Date(s) \_\_\_\_\_ Time(s) of Event \_\_\_\_\_ to \_\_\_\_\_

Type of event \_\_\_\_\_

Time required for set-up \_\_\_\_\_ Time required for clean-up \_\_\_\_\_

If this Application is accepted and approved by Holy Spirit Lutheran Church by the signature of its authorized representative below, on behalf of myself or Organization listed below ("Lessee") for whom I have authority to sign this document, I/we agree to the "Rules and Policies for the Rental of Holy Spirit Facilities" attached and "Holy Spirit's Fee Schedule" attached, ("Rental Agreement"). **THE RENTAL AGREEMENT IS NOT EFFECTIVE UNLESS AND UNTIL THE REQUIRED SECURITY DEPOSIT IS SUBMITTED AND THIS AGREEMENT IS ACCEPTED AND APPROVED BY THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE OF THE CHURCH.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_, ("Lessee")

Address \_\_\_\_\_

Phone(s) home \_\_\_\_\_ work \_\_\_\_\_

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Projected Fee (All fees due 30 days prior to event):

Rental According to Standard Fee Schedule: \_\_\_\_\_

Security Deposit: \$150.00

Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Accepted and Approved by \_\_\_\_\_ Date \_\_\_\_\_

Last Update: September, 2009

## Holy Spirit Lutheran Church Standard Fee Schedule for Events

General Event Building Use	Active Member	Organizations and Others
Sanctuary	\$75.00	\$300.00
Fellowship Hall	\$75.00	\$300.00
with kitchen use	\$100.00	\$350.00
Classroom(s)	\$25.00 per room	\$50.00 per room

### Weddings

Pastor	Honorarium	Suggested Honorarium \$300.00
Organist with rehearsal	Suggested Honorarium \$150.00	Suggested Honorarium \$150.00
Sanctuary Use	\$0.00	\$300.00
Fellowship Hall Fee	\$75.00	\$300.00
with kitchen use	\$100.00	\$350.00

In using this Fee Schedule, the following Guidelines apply:

- An Active Member is a recognized member of Holy Spirit in accordance with the Church's Bylaws and/or Constitution.
- If you desire to retain your own organist for a wedding, all arrangements must be coordinated through the Music Director.
- Event Fees assume a maximum of 4 hours for set-up, event and clean-up. Any time used by a Lessee in excess of 4 hours will be assessed, as additional rental, a fee of \$12.50 per hour for Active Members, \$50.00 per hour for all others.
- Lessees may use the facilities to conduct rehearsals for Events, at times and rooms approved by Holy Spirit, at the rate of \$12.50 per hour for Active Members and \$50.00 per hour for all others.

## **Holy Spirit Lutheran Church Rules and Policies for Rental of Holy Spirit Facilities**

This is a religious environment. We want your cooperation in maintaining our church home. Please read these rules very carefully. Please pay especially close attention to cleaning up after your event. We expect you to be cautious in using our facility and keep it clean.

The following Rules and Policies are part of the Rental Agreement and are designed to preserve Holy Spirit Lutheran Church ("Holy Spirit") and its grounds. In order for this facility to be enjoyed for years to come, please understand and abide by the following:

### **General Conditions**

1. **Clean-up and Damage**. The Lessee is responsible for all set-up and clean-up. Lessee is also responsible for any damage or injury to person or property during its rental, and Lessee releases and holds harmless Holy Spirit and its members from any responsibility thereof. The Lessee will leave the facility and surrounding grounds in the same clean condition as it found it. If property is damaged, or if the premises are not cleaned-up, a fee will be charged to the Lessee in an amount to correct damage, clean the premises or \$150.00, whichever is greater.
2. **Inspection and Control**. Holy Spirit reserves the right to inspect and control all functions held on the premises.
3. **Cancellation**. Holy Spirit reserves the right to cancel any previously approved Rental Agreement if unforeseen circumstances should arise that render Holy Spirit unable to fulfill its obligations to the Lessee. In this event, all money deposited by the Lessee (including advance rental payments) will be refunded to the Lessee in full satisfaction of any and all claims. If a Lessee cancels this Rental Agreement after it has been accepted and approved by Holy Spirit, Holy Spirit reserves the right to retain the security deposit in full satisfaction of any and all claims.
4. **No Subletting**. The Lessee shall not sublet the premises.
5. **Music**. Live or recorded music is permissible provided it is kept at reasonable levels in consideration of the surrounding neighborhood.
6. **Holy Spirit Host**. At the discretion of Holy Spirit, a Holy Spirit Host may be required during the event. In general, this would apply when a Church member is not part of the event. The Host will oversee use of the building and will inspect the clean-up with the Lessee at the end of the event.
7. **Rental Fees**. All projected rental fees in accordance with the attached Fee Schedule and Application must be paid 30 days prior to the use of the facility, unless otherwise agreed by Church Council in writing. Music staff, current as of 2007, has the option of using the

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Church Sanctuary for music recitals. It is suggested that a donation be given for use of the building.

8. **Rental Agreement Applications.** Applications must be received by the Church office at least 30 days prior to the event and will be considered by Church staff and Church Council as needed. Holy Spirit reserves the right to grant or deny applications in its sole discretion, including consideration of the intended use of the facilities, other events, or whether the event is suitable for our religious environment.
9. **Alcohol Policy.** No alcohol is allowed in Church facilities or surrounding grounds.
10. **Decorations.** Although Lessees may provide decorations, nothing may be nailed, stapled, tacked, pinned or glued on walls, windows, floors, ceiling, fixtures, roof or doors. In addition, decorations may not be attached to fire sprinkler heads or otherwise create a potential fire hazard.
11. **Tables and Chairs:** Although Lessees may use available collapsible tables and folding chairs, they must be broken down and returned to their usual storage areas after use by Lessee.
12. **Maximum Number of People.** The Fellowship Hall at Holy Spirit will accommodate a maximum number of 168 people and the Sanctuary a maximum number of 220 people.
13. **Security Deposits.** A Security Deposit of \$150.00 is due upon acceptance and approval of the Rental Agreement by Holy Spirit, payable by check or money order only. Security deposits are refundable. If clean-up is acceptable, no damage has been done, (as determined by the Host or other Church staff member), and there is no additional fees or charges, your security deposit will be refunded within 30 days. If there are additional charges or rent, the amount will be deducted from your Security Deposit. Any balance will be refunded within 30 days. Any amounts due in excess of your Security Deposit will be billed to you and be payable upon receipt.
14. **Additional Church Policies.**
  - No food or beverage is permitted outside Fellowship Hall.
  - Except in emergencies, house phones are not to be used for incoming or outgoing calls during the event.
  - Holy Spirit staff will determine the nature and extent of the permitted use of the kitchen. Under no circumstances are the Church's dishes, pans, or utensils to be used.
  - No smoking is permitted at any time in the building or on the Church grounds, except in specifically designated areas outside the northwest corner of Fellowship Hall and available receptacles must be used without exception.
  - Areas of the Church which are not specifically covered by the Rental Agreement are off-limits, (any rental includes use of restrooms). Please inform your guests that they must not go into other parts of the building.

15. **Minors.** Under no circumstances are minors under age of 18 to be on the premises or the surrounding grounds without direct adult supervision.
  
16. **Regular Use.** For Lessees who use the Church facilities on a regular and indefinite basis, and unless other written agreements have been made, all agreed upon rent is due on the 1<sup>st</sup> day of each month for the month, and the Rental Agreement may be terminable at will, by any party, upon 30 days written notice to the other party. In the event the Lessee violates its obligations under the Rental Agreement, Holy Spirit may terminate the Rental Agreement immediately, upon written notice to Lessee.

**Holy Spirit Lutheran Church  
Rental Agreement  
Itemized Reconciliation Statement**

Name of Lessee: \_\_\_\_\_

Date of Event(s): \_\_\_\_\_

Rental Fee Paid:	\$ _____
Damage repair and/or cleaning fee:	_____
Additional rent for use beyond 4 hours not contained in Projected Fee:	_____
Additional rent for rehearsals not contained in Projected Fee:	_____
 Total Fees and Charges:	 \$ _____
Security Deposit Paid:	( _____ )
 Total Amount:	 \$ _____

If the Total Amount is negative, enclosed is your refund. If the Total Amount is positive, this is the amount you owe. Please remit the amount to:

Holy Spirit Lutheran Church  
4800 Orchard Lake Road  
West Bloomfield, MI 48323

If you have any questions or concerns, please call, the Church Office at 248.682.5441. Thank you.