

FACILITY RENTAL FORM

Nora Lutheran Church

1806 172nd Ave SE

Gardner, ND 58036

Event Coordinator(s): _____ TBD _____ Phone: _____

Email: Perleyparish@gmail.com

Nora Lutheran Church has no full-time custodian on staff. Due to insurance requirements, a church appointed liaison is required to be in the facility at all times during a rental. Our sanctuary seats approximately 90 people.

**Request processing timeframe is 7-10 business days. Once a reservation is accepted with a signed contract, a deposit of 50% of fees assessed is required to confirm reservations; remaining payment is due 30 days prior to the event.

Name of requestor (responsible party): _____

Date of Event: _____ Cell Phone: _____

Contact address: _____

Email address: _____

Type of event: _____

If recurring: Start date: _____ End date: _____

Attendees will be: (check all that apply) _____ Adults _____ Youth/Teens _____ Children

Nora Lutheran member? _____ yes _____ no, all non-members will have an additional fee of \$65

Wedding packages:

Package A: Includes use of the sanctuary for the ceremony, fellowship hall, kitchen (for light use only i.e. no dinner) on the day of the wedding. Rehearsal time is included. Cost of Package A: \$300

Package B: Includes use of the sanctuary, fellowship hall, full kitchen use (even if a caterer is being used) for a reception following the ceremony, on the day of the wedding. Rehearsal time is included in the package. Cost of Package B: \$600

Non-wedding Facility usage fee: _____ \$75/hr. Sanctuary _____ \$40/hr. Fellowship Hall and Kitchen
Number of hours requested: _____

Pastoral services requested (based on pastor availability): _____

Videographer services, (live stream option) requested: _____ based on videographer availability, Private rates apply.

Event Coordinator Fee: \$20/hr. for non-wedding events; \$200 per wedding

Rectangular Banquet tables are available and ready for use in the fellowship hall, seasonal centerpieces included, one per table, tables seat 8-10, no linens provided. Comfortable seating in fellowship hall is approximately 80-100 Additional spaces available included in rental of fellowship area: youth room, lounge.

Equipment fee: \$50.

Equipment rental: _____ microphones/stands _____ Speakers/Bluetooth

_____ Piano _____ Wood flower stands

Equipment and Cleaning fee: A refundable deposit of \$500.00 is required with every rental, upon inspection at departure, it will be determined if the deposit will be returned, this will need to be a separate check made out to Nora Lutheran, with "equipment/cleaning deposit" in the memo line. The check will be returned if the facility looks as it did when you arrived and the equipment is undamaged.

Please do not include payment with this request, amounts and payment requirements will be clarified by the coordinator at Nora Lutheran at the time of the reservation confirmation.

Rental policy:

1. Confirmation of the rental will be sent via email with a copy of the contract, upon receipt of the fees deposit and cleaning fee deposit.
2. This church is a smoke free facility.
3. The group using the facility is responsible for set-up, clean-up and return to normal set up as per your arrival.
4. No alcoholic beverages allowed on the premises.
5. Balloons, confetti, glitter, rice, powdered sugar, any dark colored beverages are NOT permitted in the facility or on church grounds.
6. No tape, push pins or sticky tack can be used on the walls in either the sanctuary or fellowship area. Please discuss options to hang decor with your event coordinator.
7. All events require an event coordinator present, this ensures your event will go well, and questions can be answered as needed.
8. Sanctuary rules: Some items must remain in place in our sanctuary while other items can temporarily be moved. Please discuss with event coordinator.
9. Bell ringing: only allowed to be rung by the event coordinator.
10. All reservations and fees must be submitted 30 days prior to the event.
11. Cancellation: a full refund will be given if a cancellation is given 7 days prior to the event, anything less than that will be 50% of the fees assessed. The equipment/cleaning fee check will be returned.

12. Any damage to electronic equipment, other than normal use, is the responsibility of the renter and should be reported to the church liaison immediately. The equipment will be assessed by our equipment specialist within one week of the event and replacement/repair fees will be discussed and charged accordingly. The deposit fee will be retained for collateral until the fees for repair are paid.
13. Any damage to non-electronic equipment, other than normal use, is the responsibility of the renter and should be reported to the church liaison immediately. The damage will be assessed by our facility specialist within one week of the event and replacement/repair fees will be discussed and charged accordingly.
14. Use of the kitchen requires the group using the facility to wash, dry and put away all utensils/equipment used in the kitchen, hard floors swept, all carpeted areas vacuumed.
15. Events that extend beyond the scheduled reservation will be assessed a fee of \$40/hr. payable direct to the event coordinator on duty at the close of the event.
16. The person/organization requesting the use of Nora Lutheran Church hereby absolves the Church, church liaison, leadership, pastor, members or people of any liability for personal injury to any individual resulting from the use of the church facilities.

 Signature of Responsible Party/Requestor of Facility Use _____
 Date:

For Office Use Only:

Approved/Denied: _____ By: _____ Date: _____

Fees required: _____ Deposit Paid: _____ Date: _____

Remaining balance paid: _____ Date: _____

Fee Breakdown:

Event Coordinator: _____