

**REGULATIONS COVERING USE OF  
GYM AND FELLOWSHIP HALL  
OF OUR REDEEMER LUTHERAN CHURCH**

1. The gym and the fellowship hall will ordinarily be let out for use to members of the congregation.
2. The gym and fellowship hall will be available for use by 12:00 noon the day of use, except on school days, after 6:00 p.m.
3. The closing time for the facilities is 12:00 midnight. If your plans do not include this, you will be asked to leave the property.
4. All personal belongings, including whatever decorations are used, must be removed from the building that same night. Absolutely no tacks, nails or tapes of any kind or other holding devices may be driven into the walls. Whatever bottles or containers brought into the building must be removed that same night. Those left will be trashed.
5. Kitchen rental does not include the use of cafeteria equipment. Flatware, pans, dishes, dishwasher and stove are not to be used. The sink and counters may be used but must be cleaned before leaving the premises. Special permission to use kitchen equipment must be obtained and an authorized kitchen person must be present. Catering costs are not included.
6. The serving of beer, wine and champagne is permitted, but stronger liquors are prohibited. No alcoholic beverage shall be sold on the premises.
7. The arrangements for the facilities are the responsibility of the renter. A duly authorized representative of the church (custodian or his designated helper) shall be present during meeting or use of the property by any group or individual. Said representatives shall have the authority to expel any person or persons whose conduct is such to bring disrepute to the church. Janitor service is provided for normal cleanup. (See Fee Schedule.)
8. Organizations and individuals using the building shall agree to reimburse the church for any damages to the building or properties, and to abide by the orders and directions of the church.
9. The fellowship hall will seat approximately 150 people and the gym capacity is 300 people.
10. To reserve the facilities, the Board of Trustees should be contacted and arrangements made to sign a contract via the Church Office (in duplicate). Fees for janitor or kitchen personnel are not refundable.
11. Rental fees are payable at the time the contract is signed.
12. Fees (See Fee Schedule) refer to individual membership use. There are no fees for recognized church organization use; however, non-scheduled use requires approval of date and time.

**THE EVANGELICAL LUTHERAN CHURCH OF OUR REDEEMER  
FACILITY SPACE RENTAL FEES**

LOCATION	MEMBER <sup>1</sup>	NON MEMBER <sup>2</sup>	DEFINITION	CLEANING DEPOSIT <sup>3</sup>	DAMAGE DEPOSIT <sup>4</sup>
Fellowship Hall <sup>5</sup> (FH)	\$150	\$225	This fee includes up to 3 hrs. of function use (weekend-Noon day of use or 6:00 p.m. weekdays)	\$45	\$100
Warming Kitchen <sup>6</sup> (WK)	NA	NA	This is inclusive in the (FH) rental	Included in FH deposit	Included in FH deposit
Gym (G) <sup>7</sup> Non-Sports event (1-6 hrs.)	\$100	\$200	This is for rental of the GYM for up to 6 hrs. (weekend-Noon days use or 6:00 p.m. weekdays)	\$45	\$100
Gym (G) Non-sports event	\$200	\$400	This rental (base rate) is for a full day less than or equal to 24 hrs. Greater than 24 hrs. will be charged at \$25/hr. for anything over 24 hours. <i>(This fee does not include kitchen use).</i>	\$45	\$100
Kitchen (K) Gym <sup>8</sup>	NA	\$200	Church representative must be present during use.	\$100	\$100
Gym <sup>9</sup> (Sporting events)	NA	\$25/hr.	This is an hourly rental of the gymnasium only.	\$45	\$100

All associated fee (Rental) and deposits (Cleaning and Damage) will be due at the time of acceptance and signing. (Payable to: Our Redeemer Lutheran Church).

Rental space includes, tables, chairs, & clean, stocked handicap accessible restroom facilities, electric and lighting & parking.

Rental space does not include sound systems, utensils and dinnerware, cooking and baking utensils.

Cleaning supplies will be available for renters that opt to clean up after the event.

Inspection & Sign off by a delegated church representative will be required prior to the credit or return of the cleaning and damage deposits and will be accomplished the next business day after the event. In the event that damages occur and exceed the \$100 deposit, actual repair/replacement cost will be due.

\*Members may petition the Board of Trustees for special fee arrangements to cover special conditions or circumstances.

Regulations Covering the Use of Gym and Fellowship of Our Redeemer Lutheran Church (See Attachment 1).

Rental/Contract Agreement (See Attachment 2) Valid only when signed by "Renter" and Church Representative. Attachment #2.

<sup>1</sup> Member rates are established when a member initiates a rental agreement for non-church & school activities.

<sup>2</sup> Rates established for Non member or when the event focus includes non member participants.

<sup>3</sup> Cleaning deposits will apply when rental agreement is initiated and refundable if the cleaning has been completed by the renter or representative.

<sup>4</sup> A Damage deposit is required in order to schedule the event, and refundable is no damage has occurred.

<sup>5</sup> Fellowship hall-seating available for approximately 150

<sup>6</sup> Warming Kitchen-as the name implies items can be warmed or reheated ONLY in oven or microwave, no burners are available. No cooking is permitted in this area.

<sup>7</sup> GYM-This option allows for the use of gymnasium for an event that will not exceed 6 hours including set up and clean up. Seating allows for approximately 300 people.

<sup>8</sup> The GYM/Cafeteria Kitchen is a separate space that is available for event rental. Cooking is allowed in this area only. The utilization of this space will require a representative of the church to be present. Limited use of pots and pan, and cooking utensils will be available. Limited use of the dishwasher is available, but only when a church representative is present. The use is not included in the basic rental of the functional space. The cleaning deposit and damage is separate from the GYM proper.

<sup>9</sup> Rental of the space for sports events or practice (Weekday 6-7:30 p.m., Saturday 7:00 a.m.-10:00 p.m.), includes the space only and does not include the use of church owned athletic equipment. Lighting and heating will be provided as needed. No street shoes are allowed on the main GYM floor. Cleaning supplies brooms and mops will be made available for cleaning after use. If cleaning doesn't occur, a cleaning fee/deposit may be assessed for current and future rental.