

## FACILITY RENTAL FORM

Glory Lutheran Church  
22577 Hwy 16 Sherwood Park, AB T8A 4T7  
780-416-9594 [glorylc@telus.net](mailto:glorylc@telus.net)

Date of Event: \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ email: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Persons Responsible for Event:

1. \_\_\_\_\_ 2. \_\_\_\_\_

1. Telephone: \_\_\_\_\_ 2. Telephone: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Arrival/Set-Up Start Time: \_\_\_\_\_ Clean-Up/Departure Time: \_\_\_\_\_

**Facility/Rooms per day/evening required:**

SANCTUARY	NARTHEX	BOARD ROOM	CLASS ROOM "L"	CLASSROOM "M"
1. 1 – 50 people \$50.00	1 – 50 people \$50.00	up to 50 people \$50.00	up to 25 people \$50.00	up to 25 people \$50.00
2. 51 – 100 people \$100.00	51 – 100 \$100.00			
3. 101 – 150 people \$200.00	101 – 150 people \$200.00			
4. 151- 200 people \$250.00	151 – 180 people \$250.00			
5. 201 – 250 people \$300.00				
6. 250 – 300 people \$350.00				

Combination of Sanctuary & Narthex	1. \$300.00 up to 150 people	2. \$400.00 151 – 200 people	3. \$500.00 201 – 350 people
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Combination of Narthex & Board room	1. \$240.00
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Combination of Narthex & one Classroom	1. \$225.00
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Nursery \$10.00 per hour	Small room \$10.00 per hour
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Set-up and cleaning by Church liaison: \$40.00 - \$100.00
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Other Fees/Honorariums: (e.g. Sound Technicians) \_\_\_\_\_

Liability Insurance certificate required \_\_\_\_\_ NO alcohol policy in effect

Deposit at booking time \$75.00 Paid \_\_\_\_\_ Balance due on rental date: \_\_\_\_\_

Cancellation within one week prior to function – forfeit deposit see back

Up-dated Oct 15, 2017

**GENERAL CONDITION FOR THE USE OF GLORY LUTHERAN FACILITY**

(To review the complete policy go to [www.glorylutheran.ca](http://www.glorylutheran.ca))

1. Food and beverage are not allowed in the Church Sanctuary.
2. Alcohol shall not be served, consumed, or used in any manner.
3. No smoking or tobacco use is allowed in or around Glory Lutheran Church.
4. Payment shall be made as outlined in the contract.
5. During the use and occupation of the premises, the lessee shall indemnify and save harmless the Church against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants, employees.
6. Rental groups shall use only those areas they have contracted.
7. Rental groups shall not tamper with school equipment, display, material or chalkboards, etc., and shall in general leave instructional areas the same way they found them.
8. All damages shall be reported to the liaison person immediately, and the cost of repairs shall be the responsibility of the rental group.

**Indemnification**

1. I the undersigned and the applicant shall jointly and severally assume full responsibilities for damages or loss during his/her organization's use of the Facilities. A responsible individual representing the applicant/organization shall be in the Church building 15 minutes before the Event, and shall be responsible for seeing that the Event is confined to the rented Facility.
2. I the undersigned acknowledge that I have the authority to sign this agreement.
3. I the undersigned agree not to transfer this agreement to another rental user.
4. **The applicant releases the Church, its trustees, employees, agents, and representatives from liability for any claim for property damages, injury or death which may occur as a result of, or while participating in, the function that is the subject of this agreement. The applicant further agrees to save and hold harmless the Church, its trustees, employees, agents, or representatives from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment reasonably incurred by the Church in respect of any civil, criminal or administrative action or proceeding to which the church is made a party as a result of, or while participating in, the function that is the subject of this agreement.**

**The applicant confirms that General Liability Insurance with a limit of at least \$1,000,000 is or will be in place containing a clause to indemnify the applicant and Glory Lutheran Church should anyone present a claim for bodily injury, death or property damage arising out of or due to participation in the function. A copy of the policy or a Certificate of Insurance evidencing this coverage must be provided at least 48 hours before the commencement of the function.**

**Initial that the Indemnification section has been read and accepted.**

I the undersigned acknowledge that I have received a copy of this application and have had the opportunity to review the Glory Lutheran Church Facility Rental Policy on the Glory Lutheran Church website ([www.glorylutheran.ca](http://www.glorylutheran.ca)) and agree to all terms and conditions therein, including payment of rental fees and other charges. I the undersigned and the applicant will jointly also be financially responsible for any damage or loss to the Facilities and equipment.

Signed by Applicant:

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Glory Lutheran Church:

Church Liaison: \_\_\_\_\_ Date: \_\_\_\_\_