

GRACE LUTHERAN CHURCH FELLOWSHIP HALL GUIDELINES FOR RENTAL

LOCATION: The Grace Lutheran Church Fellowship Hall is located at 501 West Water Street, Wellsville, Missouri.

DESCRIPTION: A large, one story multi-purpose building consisting of a gymnasium, 3 classrooms, a kitchen, a meeting room, a utility room, a pantry, and three restrooms. Maximum Occupancy: 350 people.

USES: The Fellowship Hall is to be used for multiple church purposes including, but not limited to, meetings, dinners, youth programs, children's programs, vacation bible school, and the midweek program. The Fellowship Hall is also available to the general public, clubs, organizations, families, businesses and other citizens for the purpose of meetings, gatherings, recreation, dinners, weddings, bridal and baby showers, anniversaries, organized team sports, receptions, seminars, exhibitions, shows, and other events as approved by the Church Council.

The use of the facility by families and residents of all ages is strongly encouraged. The following guidelines have been established to help maintain and operate the Fellowship Hall to its fullest potential.

RULES FOR USE: Anyone desiring to use the Grace Lutheran Church Fellowship Hall should contact Rebecca Smith (573) 220-3769.

1. The Fellowship Hall is reserved on a first come, first served basis. Although any requests will be considered and accommodated when possible, persons should request to reserve the Fellowship Hall at least two (2) weeks prior to the event.
2. The renter must be at least twenty-one (21) years of age. Once the application has been approved, the renter must pay the appropriate rental fee in full. If the Fellowship Hall is being rented for purposes of a wedding reception and alcohol will be served, the renter must also purchase the "Wedding Plus Package*" Insurance Policy at least sixty (60) days prior to the event. Once the renter receives the insurance policy from Lutheran Trust or a comparable insurer, the renter is to forward proof of insurance to the Hall Manager before the event date. A security deposit in an amount equal to the rental fee must be paid thirty (30) days before the event. Before the security deposit is refunded, damages and/or cleaning expenses will be deducted. Should damages or cleaning expenses exceed the security deposit, the renter will be liable. If the event is cancelled the security deposit will be refunded. The rental fee will **NOT** be refunded if the event is cancelled thirty (30) days before the event. At the end of the event, the Host will inspect the Fellowship Hall. The Host will make recommendations to the Hall Manager

regarding the refund of the security deposit. The Hall Manager will request a refund check (if applicable) in the appropriate amount considering the recommendations of the Host.

3. Proper behavior is required at all times in the Fellowship Hall and surrounding grounds.
4. Participating in the facility's activities, programs, and use of the equipment is at your own risk.
5. ALCOHOL: ABSOLUTELY NO UNDER-AGE CONSUMPTION OF ALCOHOL. The SALE of alcohol is not permitted anywhere inside or outside of the Fellowship Hall. Any alcohol provided in the Fellowship Hall shall be served by a responsible adult, 21 years of age or older. Anyone not conducting themselves in a decent manner will be asked to leave.
6. Grace Lutheran Church reserves the right to add, amend or delete rules as necessary.
7. Nothing should be hung from ceilings or walls without approval.
8. All items should be removed from the tables and the tables and chairs should be cleaned and put away in the storage area after the event is over. See instruction sheet on how to stack tables and chairs so as not to damage them. Also, the floors should be swept and/or mopped after the event is over. **Optional Cleaning Fee:** An additional cleaning fee of \$250.00 is available to the renter if they choose not to put tables and chairs away and sweep and mop the floors after their event. The renter must indicate on the application form that they wish to utilize this option and payment should be made at least two (2) weeks prior to the event. Renter must remove all decorations, food, personal items, etc. at the end of their event.
9. All vehicles must be parked in designated authorized parking places. WEST AND EAST SIDES OF THE FELLOWSHIP HALL ARE DEEMED TO BE FIRE LANES AND SHOULD BE USED FOR LOADING AND UNLOADING ONLY. NO PARKING LONGER THAN 15 MINUTES.
10. Use of the Fellowship Hall is strictly limited to those areas specifically indicated on the approved application for rental reservation.
11. Unless the Fellowship Hall kitchen is rented, use is prohibited and should not be accessed.
12. Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited.
13. SMOKING, USING TOBACCO PRODUCTS, ELECTRONIC CIGARETTES, OR IMITATION TOBACCO OR CIGARETTE PRODUCTS IS STRICTLY PROHIBITED INSIDE THE FELLOWSHIP HALL. Smoking receptacles are located outside the entrance doors to the building.
14. No chewing of tobacco or spitting is allowed in the Fellowship Hall.
15. No animals are permitted inside the Fellowship Hall, except for trained service animals assisting a person with a disability.
16. No use of candles with an open flame. All candles must be enclosed in a lamp, chimney, or bowl. No open flames.
17. All materials brought into the Fellowship Hall should be removed immediately following the event unless other arrangements have been made with the Fellowship Hall manager before the event.
18. Adult supervision is required of all minors at all times before, during, and after the event.
19. Youth under 12 years old must be accompanied by a parent/guardian unless they are participating in a chaperoned, organized program or activity.
20. The following activities are not permitted and will result in the termination of building privileges: fighting, stealing, property damage or vandalism, disorderly conduct, horseplay, excessive littering or rules violations.

21. All equipment is to be used in the proper manner. No kicking of any balls inside the Hall, including soccer balls. No sitting on basketballs, volleyballs, etc. No hanging from the basketball rims or volleyball nets. Please put equipment back in its proper place when not in use.
22. Tables and chairs are to be kept inside the Fellowship Hall.
23. All trash should be placed in trash bags. All trash bags should be taken out to the dumpster when full or at the end of the event. New trash bags should be placed inside the trash cans.
24. We ask that all renters be respectful of the neighbors. All music must end by 12:00 midnight. All events must be over by 1:00 a.m.
25. Rental Agreements and Fees: (make checks payable to: **Grace Lutheran Church**)

<u>Event</u>	<u>Member:</u>	<u>Non-Member:</u>
Wedding Receptions (If alcohol is being served, "Wedding Package*" Insurance Policy applies)	\$250.00	\$500.00
½ day Business Event (5 hrs. or less; NO Kitchen use)	\$250.00	\$250.00
Full day Business Event (6 hrs. or more; with or without Kitchen use)	\$500.00	\$500.00
Family Reunion, Rehearsal Dinner, Shower (not-for-profit)	\$ 50.00	\$100.00
Meeting Room ONLY (30-35 people)	\$ 25.00	\$ 50.00
Meeting Room and Kitchen	\$ 50.00	\$100.00
Cleaning Fee (optional)	\$250.00	\$250.00

Special requests and fees for rentals must be given to the Fellowship Hall Manager. The manager will then present the request to the Church Council.

Signature of Renter

Date

Printed Name of Renter

*Additional cost not included in rental fee. Price subject to change.

Revised: March 2016