

**Resurrection Lutheran Church
Facility Use Request & Agreement**

Resurrection Lutheran Church, 610 North County Road 2, St. Joseph, MN 56374

Contact Person: _____

Address: _____

Phone (s): Cell # _____ Home: _____

Email: _____

Rental Spaces Available:

Sanctuary ____	Fellowship Hall ____	Fellowship Annex ____
Narthex ____	Library ____	Youth Room ____
Classroom ____	Kitchen ____	Prayer Garden ____

The rental only applies to the spaces noted above. all other rental spaces are off limits during your rental period.

Category: ____ Church Member ____ Non-Member ____ Organization

Date of Event: _____ Type/Name of Event: _____

Name of Organization: _____

Food Served? _____ Name of Licensed Caterer: _____

Time Range? _____ Expected # of Guests _____

Fees: Total Rental Fee \$ _____

\$50 Rental Deposit (Non-Refundable) Date Paid _____ Cash/Check ____

Rental Fee Balance \$ _____ Date Paid _____ Cash/Check ____

Damage Deposit Due \$300 _____ Date Paid _____

Damage Deposit Refunded \$ _____ Date: _____

Key Loaned

Yes ____ or No ____ If yes, Key Rental # _____ Key Return Date _____

Please return any borrowed keys to the drop box at the front of the church on the return date specified.

License and Insurance (Required at least 14 days before event)

Certificate of Event Insurance _____ Received

Food Caterer Proof of License _____ Received

The Organization and the person responsible agrees to hold Resurrection Lutheran Church harmless from any and all claims and liabilities, and agrees to indemnify the Church therefrom. _____

I acknowledge that I have read, and agree to abide by, all the provisions above and all policies and procedures stated in the Facility Use Policy and Procedures document which are incorporated herein by reference. By signing this contract, I further agree to pay all charges related to the Event, including any additional fees or incidents brought on by this Event.

Responsible Person Signature: _____ Date _____

Church Representative: _____ Date _____

Set-Up Details: _____
