

RENTAL PROCEDURE

- Return the completed rental request form to the church/school office at least 30 days prior to the date of the event.
- You will then be notified so as to confirm the date chosen and the availability of the facility.
- Payment in full is due on or before the date of the scheduled event unless arrangements have been made with the appropriate Coordinator.
- Make checks payable to **St. John's Lutheran School/Church** and mail or deliver payment to the church or school office.

All recipients - please comply with the following rules:

- At least one adult (21 years of age or older) must be present from your group to supervise the activity.
- The use of alcoholic beverages and/or smoking materials is prohibited on school property.
- At no time should any outside doors be propped open.
- All areas should be treated with respect and returned to the condition in which they were found
 - litter picked up (inside and outside)
 - floors cleaned and mopped
 - tables and chairs put back in order
 - lights turned off & doors locked
 - damaged items reported immediately to the appropriate Facility Coordinator

The undersigned applicant(s) agree to abide by all rules and regulations adopted by the Church Council governing the use of St. John's school facility and to see that the same are carried out and obeyed by others, said rules and regulations being made a part and portion hereof by reference to assume responsibility for and to make good any damage done to the building or equipment during the period of rental; to indemnify and to forever save harmless St. John's Ev. Lutheran Church and School and its officers, agents, and employees from any and all claims whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said boards, pursuant to the foregoing application or any modification thereof.

Signed: _____

Date: ____/____/____

Request received by: _____

Date: ____/____/____

Notes:

For staff use only!
Approved By: _____
Received Fee: ____/____/____
Received By: _____
Paid In Full: ____/____/____