

IMMANUEL LUTHERAN CHURCH AND SCHOOL
200 N PLUM GROVE ROAD • PALATINE, IL 60067
Church Office 847-359-1549

Immanuel Lutheran Church & School Rental Policy Agreement

Immanuel Lutheran Church & School (Immanuel) agrees to rent its gymnasium along with other specific areas of its facility to select individuals or groups for any purpose consistent with the Church and School mission and not-for-profit status. The Church Office Coordinator and the member of the Board of Directors designated as Director of Properties will maintain mutual responsibility for the administration of all policies pertaining to the facility's rent/utilization established by the Board of Directors as follows:

1. Gymnasium and Facility Details

- A. Gymnasium rentals approved do not include the use of apparatus or athletic equipment unless specifically stated in the contractual arrangements.
- B. Restroom facilities are available; showers and locker rooms are not available for rent.
- C. Kitchen/dining hall facilities may be rented in conjunction with the gymnasium or other facilities only when specified in the contractual arrangements. Kitchen usage is limited to washing dishes by hand, warming food, using available refrigerator space, and serving from the available counter space; food may not be prepared or cooked on site and the dishwasher will not be available of use.

2. Scheduling and Cost

- A. The Director of Properties is responsible for granting approval of all facility rental requests. Facility rentals are coordinated by the Church Office Coordinator and included on the church's master calendar.
- B. All rental approvals are subject to continued facility availability; emergencies and unforeseen schedule changes may require a rental approval to be cancelled; as much notice as possible will be provided.
- C. A Rental Application and Agreement must be filled out in its entirety in order to be considered for approval.
- D. A Rental Application and Agreement must include a certificate of insurance for general liability coverage in order to be considered for approval. The certificate must name Immanuel Lutheran Church & School, Palatine IL as an additional insured for the rental period.
- E. If approved, all agreed upon fees are to be paid one week in advance of the first day of the rental period.
- F. The use of the gymnasium or other facilities may not conflict with any schedule of the school, its faculty, staff or students.
- G. No rental period will be approved during or within 30-minutes of (before or after) any worship service or any special church activity.
- H. Rental rates may be adjusted in consideration of electric power, water, maintenance, facility wear-and-tear, wages and benefits. Custodial services, if required, will be charged at a rate of \$35.00 per hour.
- I. A refundable security deposit representing 20% of the total rental amount, but not less than \$100 is required. The deposit will be refunded to the renter within 5-business days of rental period less any necessary custodial service or damage reimbursement expense incurred at the discretion of the Director of Properties.
- J. Rental rates shall include and be as follows:

Rental Space	Member Fee	Non-Member Fee	Minimum
Gymnasium	\$25/hour	\$50/hour	2-hours
Kitchen / Dining Hall	\$25/hour	\$50/hour	2-hours
Discipleship / Fellowship Hall	\$25/hour	\$50/hour	2-hours
Building Supervision*	\$25/hour	\$25/hour	2-hours
Floor Maintenance Fee	TBD	TBD	Flat Fee
Custodial Service Fee	\$35-hour	\$35-hour	NA
Refundable Security Deposit	20%	20%	\$100

3. Supervision

- A. Immanuel Members renting the facility must supervise their activity and be responsible for the behavior of all persons attending the activity.
- B. An Immanuel staff member must be on the premises to provide Building Supervision* for the duration of the rental period for all non-members renting the facility.

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4. General Rules & Responsibilities

- A. All facilities must be left clean and in good order at the close of the rental period. Furniture and/or equipment must be set to its original position or returned to storage. The security deposit is subject to forfeiture if this condition is not met.
- B. No alcoholic beverages may be sold, served or consumed on the premises.
- C. No smoking is permitted on the premises; within the buildings or on the grounds.
- D. No music or visual media may be played or shown that is inconsistent with or not appropriate for a Christian organization.
- E. No political signs are allowed.
- F. No decorations may be attached to walls or door surfaces. Table decorations, balloons and floor decorations are acceptable but may not be inconsistent with or not appropriate for a Christian organization.
- G. Renters shall not make any alterations or improvements to any of the facilities, without Immanuel's express written consent; consent may be granted or withheld at Immanuel Board of Director's sole discretion.
- H. Renters requiring special services and/or equipment must request specific arrangements in writing at the time of application.
- I. The renting party agrees not to allow any other organization to participate in the use of the described facilities. Only facilities specifically named in the contract are available for use, and only for the use set forth in the rental application.
- J. The church and school does not permit the use of its name in the solicitation of funds for the support of programs it does not personally authorize and/or sponsor; rental of its facility does not imply general endorsement of the renting organization.

I have received, understand, acknowledge, and agree to abide by and follow each of the rules detailed in the Immanuel Lutheran Church & School Rental Policy for the complete duration of the rental period approved. I also agree to pay for any damages caused as a result of a violation of these stated rules.

I agree to fully and promptly comply with all laws, ordinances, and regulations of any government or lawful authority having jurisdiction over the premises. I further agree to abide by all safety rules and regulations posted or stated by any Building Supervision staff member on duty.

I agree to permit no waste of the Immanuel property but rather to take good care of the same and at the expiration of the rental period to leave the rental areas in as good condition as received. I assume full financial responsibility for any damage incurred to the building, furnishings or grounds as a result of my use of the premises, or use of the premises by my officers, employees, agents, or invitees during the rental period. I agree to reimburse Immanuel for any expense incurred as a result of such damage.

I agree and understand that Immanuel shall not be liable for any damage to or destruction of my property while on the premises, regardless of the cause of such damage or destruction, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to me or to my officers, employees, agents, or invitees. I agree and understand that all property I place on the premises during the rental period is done so at my sole risk.

I agree to indemnify and hold Immanuel harmless from any and all liabilities, damages, loss, costs and expenses arising out of third-party-law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of Immanuel Lutheran Church & School, Palatine.

I understand that failure to comply with any of these rules may result in the immediate cancellation of the rental agreement, the eviction of my event and possible denial of future rental requests.

Rental Applicant Signature

Date

Rental Applicant Printed Name

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Immanuel Lutheran Church & School Rental Application and Agreement

This application is herewith submitted by: _____
 Applicant's Name (Member • Non-Member)

_____ Applicants Home Phone Number _____ Applicant's Cell Phone Number _____ Applicant's Work Phone Number

on behalf of the _____
 Organization's Name

of _____
 Organization's Street Address, City, State & postal code

to rent from Immanuel Lutheran Church & School on its premises at 200 N. Plum Grove Road, Palatine Illinois 60067 the areas, equipment, facilities and services described below for the purpose of

_____ Proposed use of the premises _____ Estimated # of persons attending daily (staff, invitees & audience etc...)

Space / Facility	Date(s)	Time (Set-Up to Clean-Up)	Notes / Special Requests
Gymnasium			
Kitchen			
Dining Hall			
Fellowship Hall			
Discipleship Hall			

The applicant's Certificate of Insurance for general liability coverage naming Immanuel Lutheran Church & School, Palatine IL as an additional insured for the rental period is attached _____ (initial).

The applicant's signed Rental Policy Agreement is attached _____ (initial).

----- **To Be Completed and Approved by the Director of Properties** -----

Rental Space	Member Fee	Non-Member Fee	Minimum	Total Hours	Total Fee
Gymnasium	\$25/hour	\$50/hour	2-hours		
Kitchen / Dining Hall	\$25/hour	\$50/hour	2-hours		
Discipleship / Fellowship Hall	\$25/hour	\$50/hour	2-hours		
Building Supervision*	\$25/hour	\$25/hour	2-hours		
Floor Maintenance Fee	TBD	TBD	Flat Fee	NA	
Custodial Service Fee	\$35-hour	\$35-hour	NA		
Refundable Security Deposit	20%	20%	\$100	NA	
Total Rental Fee					

Notes:

_____ Director of Properties • Signature • Rental Approval _____ Date

----- **To Be Completed by the Director of Properties at the end of the Rental Period** -----

The Security Deposit for the rental is approved to be refunded (circle one) ***in-full*** • ***or*** • ***in-part*** as follows: _____

_____ Director of Properties • Signature • *Refund Approval* _____ Date