

Church Facility Reservation Request and Agreement Form
St. John's Lutheran Church
950 S. Hwy 47
Warrenton, MO 63383
Fellowship Hall Rental

Name: _____ Member: Yes No

Address: _____

Phone Number: _____ Date of Rental: _____

of participants: _____ Times of Rental: _____

For non-member groups, please state the organization's purpose and mission:

Describe the proposed event/activity:

Rooms needed (check all that apply):

Sanctuary Classroom (#____) Kitchen Fellowship Hall

Equipment, room set-up, or A/V needs:

All fees charged are for the express purpose of recovering maintenance costs associated with ministering to users by making our church facility available and are not for the intent of making a profit.

The disparity in fees exists purely to allow the church to equally recoup its maintenance costs from nonmembers and members alike. Nonmembers are asked to pay slightly higher maintenance fees due to the additional complications of opening the church's facilities to those unfamiliar with our building, fixtures, and protocols. Additionally, the church is able to cover its maintenance costs with a slightly lower fee for members because maintenance of its facilities is derived from member tithes and offerings."

Type of Rental (Check all that Apply)

- Non Member Fellowship Hall large event (More than 50, more than 4 hours) \$350
- Non Member Kitchen Rental with hall rental \$150
- Non Member Fellowship Hall meeting or class \$35 per hour
- Non Member kitchen rental with meeting or class \$35 per hour
- Church member Fellowship hall large event (More than 50, more than 4 hours) \$280
- Member Kitchen Rental in conjunction with hall rental \$120
- Church member Fellowship Hall small event (25 or fewer, 4 hours or less) \$35
- Church member Fellowship Hall small event (50 or fewer, 4 hours or less) \$70
- Non member use of Sanctuary \$300.00 Dressing Rooms Required
- Non member Classrooms \$15 per hour
- Meeting of Youth Organization/Charity No Charge
- Security deposit \$200
- Event Coordinator fee payable in cash directly to the event coordinator \$125
- Event Coordinator four hours or less \$20 per hour
- Hall Cleaning Fee \$75.00 Kitchen cleaning fee \$_____

Alcohol Served: Yes No Event Insurance Required (provided by renter)

Signed: _____ Date: _____