

Immanuel Lutheran Church

20 Rocky Mountain Blvd. West, Lethbridge, AB
Email: admin@immanuel Lutheran.ca
www.ImmanuelLutheran.ca
403-327-4336



Our Mission is to: **Share the Love of Jesus With All.**

Thank you for your interest in renting space at Immanuel Lutheran Church (ILC). We will do our best to accommodate your application and if approved, we will partner with you to ensure your rental is a success. Please know your application will be reviewed thoughtfully and our goal is to share the facility with you in God's glory. This application itself does not guarantee approval – many factors are considered in the decision process such as if the rental falls in line with ILC core religious beliefs & mission, availability of ILC volunteers/hosts, or sufficient time for your application to be reviewed. If your application is approved, by your signature you agree to the Facility General Use & Policies outlined below and the notes within the Rental Application.

FACILITY GENERAL USE & POLICIES:

The Rental Application should be completed with as much detail as possible. If approved, a 50% deposit is required upon approval, with the remainder payable two weeks prior to your rental. Non-payment may void the approval. For continued/long term rentals payment in full is required monthly and in advance. Special requests can be made but please ask early in the process.

Facility Rental Rates:	Full Day (4+ hours)	Half Day
Sanctuary (weddings are full day rentals and include rehearsal time the evening prior)	\$400	\$200
Fellowship Hall	\$450	n/a
Fellowship Hall / Kitchen	\$700	n/a
Sanctuary / Fellowship Hall / Kitchen	\$850	n/a
Boardroom		
During business hours	\$50/hour	
During non-business hours	\$75/hour	
Audio/video operator (ILC rep)	\$100	
ILC building host (if required by ILC)	\$25/hour	
Fellowship Hall for children's birthday parties (see specific application)		
Fellowship Hall for athletics (see specific application)		
Continuing/long term rental rates are negotiable		

- Please be respectful of the facility – you are in God's house.
- We understand things come up and you may not be able to give us every detail of what you need but we ask that you not make assumptions on what is permitted and what is not. Because we generally do not have resources in place to accommodate last minute changes, please contact us prior to your rental date.
- Please do not use confetti, rice, flower petals, or tape/tacks/pins in the walls and per fire code, candles must be in a vessel. Please detail the decorations you plan to use.
- ILC is a non-smoking facility. Alcohol consumption may be approved in certain circumstances. We do not have a liquor license so you or your caterer must provide your own. If alcohol is being served a damage deposit is required.
- Rental of the facility is restricted to the areas detailed within the application & approved by ILC.
- If audio/video systems are needed, please specify as we need to arrange an approved ILC operator. Notice is helpful so we can work with you to ensure software & hardware compatibility.
- Food & beverages are not permitted in the Sanctuary.
- The kitchen is Alberta Health approved so posted health guidelines must be followed. Food can only be served from the kitchen or buffet style in the Fellowship Hall.
- Vinyl tablecloths are included. Linen tablecloths are available for \$100 extra.

Applicant(s) Initial _____

- Please place garbage in the dumpster behind the church (out the south door of fellowship hall).
- Furniture & equipment is to be cleaned & returned to the storage area.
- At the end of your rental please turn off lights, kitchen appliances, turn on alarm system & lock doors.
- Please report damage or concerns to the host. Damage repair costs are charged to the applicant at contractor rates.
- A walk-through with an ILC representative is required prior to your scheduled rental. Arrangements for accessing & securing the building will be made at that time.
- All liability is assumed by the applicant. We may require an "Event Liability Insurance Certificate".
- ILC reserves the right to modify these policies at its sole discretion.

RENTAL APPLICATION: (Subject to Facility General Use & Policies and notes within)

- Applicant #1 Name: _____
- Address: _____
- Applicant #2 Name: _____
- Address: _____
- Please describe the event or function you are planning with as much detail as possible. Note we may ask for more information.

- If Wedding, (Denomination, Name & Contact info for Pastor): _____
 Name & contact number – Bride _____
 Name & contact number – Groom _____
 Name & contact number – Other _____

- Date & time of rental: (please include set up/take down times) (set up/take down time is considered rental time)

<u>Date</u>	<u>Arrival Time</u>	<u>Depart Time</u>	<u>Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____

- Approximate number attending: _____
 Seating Capacity: Sanctuary lower level (270), Sanctuary Balcony (210); total 480
 Fellowship Hall (290 if serving food)
 Fellowship Hall (330 if not serving food – combination of table sizes/shapes)
 Note: Per the Lethbridge Fire Department, seating capacities must not be exceeded. If there is a chance your group may exceed capacity, please issue tickets.

- Areas of facility requested & equipment to be used (please check):
 - a) Sanctuary _____ Sound System _____ Piano _____ Organ _____
 Audio/Video Equipment (specify) _____
 Decorations _____

 - b) Fireside Room _____
 - c) Boardroom _____
 - d) Fellowship Hall / Kitchen _____
 - e) Tables (45 varied shape/size available) (how many) _____ Chairs (330 available) (how many) _____
 - f) Kitchen & equipment (indicate if & aprox number):
 Dishes _____ Cutlery _____ Pots / Pans _____
 Coffee Urns _____ Coffee Maker _____ Tea Pots _____
 Freezer _____ Stove/Oven _____
 - g) Will event be catered? _____ By whom? _____
 Caterer contact name/phone/email: _____

LIABILITY POLICY

Applicant hereby releases Immanuel Lutheran Church (ILC) from all liability relating to the facilities or any of the church property, including but not limited to, liability from the church’s negligence, whether contributory, sole, joint, arising out of, or related to this agreement or the church’s provision of the facilities to the renter. Copy of “Event Liability Insurance” when required, to be attached to this document.

By my/our signature below, I/we have read and agree to the Immanuel Lutheran Church **Facility General Use & Policies** and other rental/use guidelines detailed in the application notes and ones that may be communicated to me/us by an ILC representative prior to rental, or at the time of/during rental. I/we understand this application is subject to approval by Immanuel Lutheran Church.

Please initial all three pages, complete and sign below.

Applicant(s):

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____ Phone: _____ Email: _____

Date: _____ Phone: _____ Email: _____