



RENTAL/ USAGE AGREEMENT FOR TABLES/CHAIRS

CURRENT DATE _____

DATE REQUESTED _____ REQUESTED BY _____

_____ NUMBER OF LONG TABLES* COST \$5 PER TABLE SET _____

_____ NUMBER OF ROUND TABLES* COST \$5 PER TABLE SET _____

_____ NUMBER OF CHAIRS COST \$1 PER CHAIR _____

*INCLUDES 8 CHAIRS

PICKUP DATE _____ TIME _____

RETURN DATE _____ TIME _____

Please list table numbers rented _____

I _____ * AGREE TO PAY A FEE OF \$75 TO REPLACE A NON-RETURNED OR DAMAGED TABLE AND/OR \$25 TO REPLACE A NON-RETURNED OR DAMAGED CHAIR.

*SIGNATURE REQUIRED

CHURCH/PROPERTY MEMBER TO VERIFY PICKUP, RETURN, AND ACCESS DAMAGE FEE AS APPLICABLE _____ *

*SIGNATURE REQUIRED

DAMAGE FEE AMOUNT _____

PLEASE MAKE CHECK PAYABLE TO LUTHERAN CHURCH OF THE RESURRECTION (LCR)

This policy/procedure is for rental/usage of table and chairs off church property and not a part of the facility rental agreement (implied in facility agreement is that the table and chairs are included).

Policy:

An application for rental will be presented to council for approval.

The rental fee is \$5 per table set includes 8 chairs) and \$1 per chair. A fee of \$75 for a damaged and non-returned table and \$25 for a damaged non-returned chair. The rental fee may be waived as a goodwill gesture in the community, but damage and non-returned fees may not be waived.

The fee for rental of the use of tables and chairs for members of the church will be waived in lieu of a free will offering. The damage and non-returned fees will not be waived.

A church member or employee must be present at pickup time and return time.

The property committee will be responsible for reviewing the calendar date availability date and number of items. The property committee will submit reviewed application to council for approval. The property committee is responsible for inspecting the table/chairs and notify the renter of the damages and non-returned fees involved.

In case of an emergency and/or request date is prior to council's scheduled meeting, the application will be reviewed and approved by a properties committee member and either the pastor or a member of the executive committee.

Procedure:

Rental application form will be retained in the church office.

Properties is responsible for numbering the tables and maintain an inventory.

A completed and signed rental request form is sent to properties committee for review and to present to council. Responsible church contact (other than renter) to be present at pickup and return time must be on form before presenting to council.

Rental fees is required if applicable at time of pickup.

Council will vote on approval at the regular scheduled meeting.

Renting party will be notified by church office of approval or rejection.

The approved or rejected application will be returned to the church office and retained in a rolling 13 month file for future reference.

The church contact will be responsible for correct count number picked up and returned. The church contact will notify the properties committee of any missing items and or damaged items.

The property committee will inspect table and chairs for damages and notify the renter and council of damages and fees involved.