

# Special Facility Use Agreement

REDEEMER LUTHERAN CHURCH

1555 S. JAMES RD.

COLUMBUS, OH 43227

614-237-1263

[info@redeemerluth.com](mailto:info@redeemerluth.com)

This agreement is made effective on the date of \_\_\_\_\_ between Redeemer Lutheran Church (RLC) and \_\_\_\_\_ (organization)

1. The period of this agreement will be from the date of \_\_\_\_\_ through the date of \_\_\_\_\_. The total facility usage fee will be in the amount of \$ \_\_\_\_\_. Except as provided in paragraph 3, either party may terminate this agreement upon fifteen days written notice.

2. For the period of this agreement, \$ \_\_\_\_\_ is due in advance but no later than the date of \_\_\_\_\_. A separate check in the amount of \$ \_\_\_\_\_ for the purpose of a security deposit is due no later than date of \_\_\_\_\_. This check will be held and returned within five (5) business days after the areas used are inspected for cleanliness and damage. The security deposit may be applied to required custodial fees or damage repair. Payments should be made by check and payable to Redeemer Lutheran Church.

3. RLC needs and activities have first priority including expected or unexpected events (i.e. funerals, special events) which may cause relocation, rescheduling, or cancellation of requested space, dates and times. Advance notice will be given when possible. Use of the space will not be allowed if the building is closed for business due to an emergency situation that may include weather or other extraordinary events or circumstances.

4. \_\_\_\_\_ (organization) will have the use of the following spaces for the sole purpose of \_\_\_\_\_.

\*LIST SPECIFIC ROOMS OR AREAS HERE:

\_\_\_\_\_

\*LIST DATES AND TIMES OF USE HERE:

\_\_\_\_\_

\_\_\_\_\_

5. Facility use in this agreement includes the use of the sound and camera systems in the Sanctuary and necessary computers to operate them. Should \_\_\_\_\_ (organization) wish to use these systems, a representative of RLC will need to be scheduled to operate them for an additional fee of \$\_\_\_\_\_ per hour of operation.
6. At the conclusion of \_\_\_\_\_'s (organization) usage, all RLC furniture and equipment must be returned to its original location. RLC will provide a list of cleaning requirements that will need to be accomplished. All supplies and equipment brought in by the guest organization must be removed from the facility at the conclusion of their use. RLC must be notified promptly of any breakage or malfunction of furniture or fixtures or any damages inside the building or on the property caused by \_\_\_\_\_ (organization).
7. RLC's parking lot will be made available but no specific number of spaces is guaranteed. Please be aware that the parking lot includes basketball courts used by the general public at any time.
8. \_\_\_\_\_ (organization) will be expected to adhere to RLC's Rules and Regulations for Facility Use Policy and Inclusion Policy while in the building or on the property.
9. \_\_\_\_\_ (organization) is required to provide a copy of its Certificate of Liability Insurance and is **attached to this application**.

I acknowledge that I have been provided with a copy of the RLC Facilities Use Policy and Inclusion Policy. I agree that I, and on behalf of the organization or group that I am representing, will adhere to and be bound by all applicable terms and conditions in said policies and in this agreement.

Organization Representative Signature\_\_\_\_\_

Date\_\_\_\_\_

RLC Representative Signature\_\_\_\_\_

Date\_\_\_\_\_

Certificate of Liability Insurance attached? \_\_\_ Yes \_\_\_ No



*Redeemer*  
Lutheran Church

1555 S. James Rd., Columbus, OH 43227  
614-237-1263 [www.RedeemerLuth.com](http://www.RedeemerLuth.com)

## Welcoming Statement

The members of Redeemer Lutheran Church believe that God loves, forgives, and calls each of us unconditionally and that every human being is created in the image of God. As a result, we welcome all people into our community of faith and invite them to join us as we are embraced and changed by God's love for us and strive to be faithful messengers of that love in the world. Because Jesus calls us to healing and wholeness, we stand against all forms of prejudice and injustice, especially racism, and join hands with all people everywhere regardless of race, age, gender identity or expression, relationship status, physical and intellectual abilities, sexual orientation, religious or nonreligious affiliation, national origin, ethnicity, or social and economic status. We celebrate both the diversity of God's creation and our unity as God's people.

Our events at Redeemer Lutheran Church will comply with this statement

Name \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_