

FAC 003.0: Non ELC Facility Utilization Request – Tier 2

Epiphany Lutheran Church, 5515 W Broadway, Pearland, TX 77581 281-485-7833

Requestor: _____

Event: _____

Date(s) of use: _____

Time of use: begins with setup _____ ends with departure _____

Responsible Party (print) _____

This person must be on-site during facility use.

Address: _____ Zip _____

Phone: _____ Cell: _____

Email: _____ Requesting Organization: _____

Facility Requested: (Rooms 207 and 204 are not available) _____

Purpose of Request: _____ Number of People Expected: _____

FEE SCHEDULE

The following fee schedule shows the rental costs for individuals and groups who wish to use the facilities at ELC. Weddings and wedding receptions have additional fees associated with them.

	Gymnasium	Kitchen	Classrooms
Member (non-revenue)	\$32.50/hr (2hr min) not to exceed \$250	\$32.50/day	\$50/day
Member (revenue)	\$40/hr (2hr min)	\$32.50/day	\$50/day first 3hrs \$15/hr over 3 hrs
Non-member (non-revenue)	\$65/hr (2hr min) not to exceed \$500	\$40/day	\$60/day
Non-member (revenue)	\$65/hr (2hr min)	\$40/day	\$60 for first 3hrs \$15/hr over 3 hrs

Will Alcohol be served? Yes No

If yes, uniformed police officer on site is required. Pearland Police Department policy will determine number of officers required based on group size. Lessee is responsible for making the arrangement with the Pearland Police Department (281-977-4100) and providing a copy of the confirmation email from the Extra Jobs Coordinator to the Facility Manager 7 days prior to the event. This is a separate charge, payable to officers when they arrive for duty, preferably by cash or money order.

FAC 003.0: Non ELC Facility Utilization Request – Tier 2

Short-term/Long-term (circle one), if Long-term: Proof of Liability Insurance required

A \$250 deposit is REQUIRED for the rental of the gymnasium and is to be paid when the reservation is made. The check is to be made payable to Epiphany Lutheran Church (ELC). The deposit will be processed through the ELC bank account. All or part of this deposit is refundable after the event is completed and an inspection has been made of any damage incurred, cleanup needed or other conditions for which the deposit was secured. If there has been damage to the facility, Epiphany may retain all or a portion of the deposit. If Epiphany retains any of the rental deposit, it will give a written notice specifying the amount retained and the reasons therefore, additional remedies authorized by the law to recover its damages. Additional fees and deposits may be assessed depending upon the requirements of the individual or group, such as janitorial needs, technical support and rental of tables and chairs.

Final payment for your event is due at least 10 days before the scheduled event. Advance fees are refundable if the facility is not used if 72 hours or more notice is given. Only a portion of the fees are refundable if the event is cancelled within the last 72 hours.

Special consideration of the fee assessment may be given to activities sponsored by non-profit and benevolent groups. Exceptions to the above will be determined by the Facility Manager.

THERE ARE TO BE NO UNATTENDED MINORS LEFT AT EPIPHANY LUTHERAN CHURCH. Parents and/or coaches have to be on campus at all times. Users are expected to occupy only those parts of the facility specifically approved/rented and to return all areas to the prior set-up arrangement. Failure to comply with these requests may result in additional fees being taken from the security deposit. There are to be NO HELIUM BALLOONS used in the gymnasium portion of the AFLC. Groups of individuals using Epiphany’s facilities will be responsible for any damages incurred during their use of the buildings and/or furnishings. The Facility Manager will be the sole judge of unwarranted destruction of property. When scheduling conflicts occur, the activities of Epiphany Lutheran Church (Tier 1, ELC) will be given priority over the renter. Therefore, every effort will be made to accommodate the needs of ELC for its ministries. In such an event, ELC will make every effort to give advance notice to the renter. However, some events cannot be anticipated in advance, such as funerals.

The undersigned agrees to release and discharge ELC, its employees, agents, and/or representatives from any injury and/or damage that may occur from any party’s act, omission or failure to act without limitation. The undersigned further agrees to indemnify, reimburse and hold harmless ELC, it employees, agents and/or representatives from all cost and damages incurred as a result of any claims made by any party that may rise from usage of the premises.

THE UNDERSIGNED ACKNOWLEDGES HAVING READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND CONSENTS TO THE TERMS AND CONDITIONS CONTAINED THEREIN.

Responsible Party Printed name: _____

Responsible Party Signature: _____ Date: _____

Facility Manager or designee: _____ Date: _____

OFFICE USE ONLY

Date deposit paid _____ Check # _____ Date deposit returned _____

Facility Approved Yes No Approver _____ Approved date _____

Activity Placed on Calendars _____ Entered thru _____