

# Rental Contract for Special Services and Events

## Cross of Glory Lutheran Church

5929 Brooklyn Blvd - Brooklyn Center, MN

763-533-8602 [www.crossofglory.us](http://www.crossofglory.us)

We look forward to welcoming you to Cross of Glory. To host an event or special service in our facility, please review, sign, and submit this form to the church office, and refer to the Building Use Policy Handbook (separate) for further rental information and guidelines.

**Payment:** All payments in the form of a check are due on or before the date of the event. For funerals, payments are to be arranged through the funeral home. If a funeral home is not involved, the building usage fee can be made out to "Cross of Glory Lutheran Church" and all other honorariums are to be paid directly to the individuals. For weddings, the building usage fee can be made out to "Cross of Glory Lutheran Church," and all other honorariums are to be paid directly to the individuals. If fees are prohibitive, please contact us to discuss financial assistance.

**Building Access:** Facility usage includes four (4) hours in the facility before/after the event. If additional facility usage time is required, either before or after the event, there will be an additional \$50/hour fee. Facility access includes the sanctuary, narthex, fellowship hall, and dressing rooms.

## Funerals

Fees include a service planning session, pastoral care, and administrative services (printed bulletins/programs, etc.).

**Non-refundable building usage fee:** \$200

**Pastor honorarium for officiating funeral service + interment:** \$250

**Pastor honorarium for funeral service only:** \$200

**Pastor honorarium for interment only:** \$100

*\*Current IRS mileage reimbursement to be added for travel over 15 miles*

**Organist/pianist:** \$150

**Soloist:** \$125

**Technology fee** (live-streamed video and/or digital file): \$50

**Custodian fee** (if applicable): \$50

**Meal arrangements:** To be negotiated directly with caterer

## Weddings

Fees include a planning session and premarital counseling session with the pastor, wedding rehearsal, and ceremony.

**Non-refundable building usage fee:** \$200

**Pastor honorarium:** \$250

*\*Current IRS mileage reimbursement to be added for travel over 15 miles*

**Premarital counseling materials:** \$35 paid to Prepare & Enrich

**Organist/pianist:** \$150

**Soloist/other musician:** \$125

**Technology fee** (live-streamed video and/or digital file): \$50

**Custodial fee:** \$50

## Other Events

**Non-refundable building usage fee:** \$200

**Custodial fee** (if applicable): \$50

**Name(s):** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Other Needs/Comments:**

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## Facility Use Guidelines

- 1) The conduct of all persons is to be respectful of the facility. Users must leave the building clean and in the same condition it was prior to the event and must remove all items associated with their event immediately following.
- 2) Events are limited to the space assigned. Use of other spaces beyond the sanctuary, narthex, fellowship hall, and dressing rooms is not permitted.
- 3) Dining or the serving of food is governed by a separate kitchen use agreement.
- 4) Use of candles is allowed only in designated areas and must be pre-approved.
- 5) If furniture or equipment is to be moved, it must be done with the permission of the Pastor or Church Administrator, and all furniture must be returned to original places after event.
- 6) Users are responsible for any damage done to facility associated with the event.
- 7) The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- 8) Events in the sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. This service is included in "Technology Fee."
- 9) The following items are not allowed in or on church property: a. Weapons b. Alcoholic beverages c. Tobacco products (smoking permitted in designated outdoor area) d. Controlled substances/drugs e. Anything that would distract from a welcoming and hospitable atmosphere.

**I will adhere to the above guidelines, and all those stipulated in the Cross of Glory Building Use Handbook (separate):**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_