

St. Peter Lutheran School Rental Agreement



This form is intended for the rental of St. Peter Lutheran School's gym, kitchen, and/or cafeteria.

Completed forms can be emailed to church@stpeterhemlock.org or mailed/dropped off to 2440 N. Raucholz Rd. Hemlock, MI 48626.

Today's Date: _____ Name of Individual/Organization: _____

Contact Person: _____ Email: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Check One: St. Peter Lutheran Church Member Not a Member of St. Peter Lutheran

Type of Activity: _____

Are you able to provide proof of insurance for your activity (check one): Yes No

Rental Date(s): _____

Rental: Start Time: _____ End Time: _____

Estimated Attendance: _____

Circle which rooms will be used: Gym Kitchen Cafeteria

St. Peter Equipment: Will any St. Peter equipment be used? Please respond with a detailed list:

Payment: Payment must be made prior to rental. \$50/hour or \$125/day (additional payment for cleaning may be required). Payments can be made with cash or check (St. Peter Lutheran School) and may be mailed or dropped off at the school office. *Payment is not required of St. Peter Lutheran Church and School organizations or from St. Peter Lutheran faculty and staff.*

Note: After payment is received and certificate of insurance (for athletic rentals), access codes will be given out or doors will be set to unlock automatically.

Refund Policy: If the rental is canceled at least 2 days prior to the date of the function, the rental fee will be refunded. If the rental is canceled less than 2 days prior to the function, no rental fee will be refunded.

I hereby certify that I (organization) understand the St. Peter Lutheran School facility usage policies attached to this application and agree to abide by them. A minimum of seven working days is required to approve this request.

Signature: _____ Date: _____

ST. PETER LUTHERAN SCHOOL FACILITY USAGE GUIDELINES



1. It is understood that you/your organization will comply with these St. Peter Lutheran School Facility Usage Guidelines in use of its facilities.
2. Use of the facility may be terminated by St. Peter Lutheran School in the event of an emergency or in the event that the facility is required for any St. Peter Lutheran Church or School event. A full refund will be issued if the rental agreement is terminated by St. Peter Lutheran School.
3. St. Peter Lutheran Church and School functions take preference over any other use of the facility.
4. All organizations and individuals renting or using the facility shall hold St. Peter Lutheran Church and School harmless from any action or suit by person or persons occasioned by use of St. Peter Lutheran School facility by said individual/organization. St. Peter Lutheran School reserves the right to require a Certificate of Insurance for use of the facilities.
- 5. All organizations and individuals renting or using the facility for athletic events MUST provide a certificate of insurance prior to the rental or usage of the facility. The certificate of insurance should include: Additional Insured St Peter Lutheran School.**
6. All persons using St. Peter Lutheran School facilities shall confine themselves to the area of the facility for which temporary use has been granted including the restrooms across from rooms 5 and 6 and the locker rooms in the gym.
7. There is a zero-tolerance policy in terms of the use of profanity and/or violence. This pertains to participants, coaches, and spectators. Those who violate this policy will be asked to leave the facility. If asked to leave and refuse, the authorities will be contacted to remove the individual or group. No refunds of rental fees will be given for loss of time due to this policy.
8. Sufficient, competent adult supervision or chaperones must be provided by the individual/organization for all functions. The person wanting to assume responsibility for the rental must be 18 or older.
9. Smoking is not permitted.
10. The facility will be opened and closed at the time designated on the application.
11. Each individual/organization is financially responsible for any damage incurred to the building, grounds or equipment used.
12. We take great pride in the cleanliness of our facility. Upon completion of the rental, rental groups must adhere to the cleaning protocol included with this form.
13. The supplying of inaccurate information on this application or violation of St. Peter Lutheran School Facility Usage Guidelines will be cause for breach of contract. No refund will be granted.
14. No smoking and no alcohol is allowed on the church and school property which includes both indoors and outdoors.
- 15. Cars need to be parked in designated parking areas and must be kept out of the fire lane on the south side of the gym and in front of the school. No parking on our neighbor's property.**
16. Failure to comply with these guidelines or maintaining the cleanliness of the school will terminate any further rental opportunities by the parties involved.

I hereby certify that this individual/organization has agreed to follow the St. Peter Lutheran School stipulations and shall hold harmless, without exception and without recourse, from all liability for accident and/or injury which may be attributed to negligence of members of the St. Peter Lutheran Church and School, its officers and/or employees.

Signature of Applicant: _____

Date: _____

For Office Use: *Approved for rental* _____ *Denied for rental* _____

Cert. of Insurance Rcvd: **YES / NO**

Payment Amount Needed: _____

No Charge: _____

Date of Payment Received: _____

Check #: _____

Signature: _____

Date: _____

This checklist is to be filled out by the responsible person of the event requiring the use of St. Peter Lutheran School's gym, cafeteria, and/or kitchen.

Cleaning of the gym and/or cafeteria after rental:

- Floors must be swept or mopped after use.
- If hall and/or bleacher areas were used, make sure they are cleaned.
- Return all materials to their original storage location.
- Turn off all lights:
 - Gym
 - Storage room
 - Locker rooms
 - Restrooms
 - Extra hall lights (two will always stay on)
- Sanitize all tables, chairs, doorknobs and handles before exiting.

Cleaning of the kitchen after rental:

- The exhaust fan was running when stove or ovens were in use.
- All items were returned to the place where they were found.
- All broken items were reported on the bottom of this form.
- The kitchen floor was wet mopped.
- The counters were cleaned.
- The serving carts were cleaned.
- All dishes were washed in first sink on right, rinsed in center sink and sanitized (add 3 Tbsp. of bleach to 3/4 full sink of water) in the left sink.
- Stove top was left clean.
- Checked for food debris under dirty dish counter.
- The window-serving counter was wiped clean.
- All spills in refrigerators were removed and cleaned.
- Ovens were turned off.
- All fans were turned off.
- Trash was bagged and put in the waste dumpster outside the kitchen door.
- New bags were inserted into all garbage containers.
- Depleted supplies were written on the bottom of this sheet.
- Dirty, wet towels and dish cloths were taken home and laundered.
- All leftovers were taken with you. (Any items left in the refrigerator unmarked will be discarded.)

These items are to be checked when completed. This sheet is to be slid under the office door. The person responsible for the rental should sign below.

Signature of Person Renting the Gym and/or Cafeteria: _____ Date: _____

HOW TO:

Use the three sink cleaning system:

- ✓ Wash sink: add dish soap only
- ✓ Rinse sink: water only
- ✓ Sanitation sink: add 3 Tbsp of bleach to 3/4 full sink of water (Tbsp. is hooked on shelf above sinks)
- ✓ Place dishes on drying rack and let air dry before putting away.

Use Dishwasher Machine

- ✓ Flip switch on the upper left side of unit to <fill>. Hold in until basin is 3/4 full and water temperature is 120 degrees.
- ✓ Flip switch from <fill> to <on>
- ✓ Press button to <prime> for 10 seconds.
- ✓ Rinse dishes under sprayer with garbage disposal running.
- ✓ Place dirty dishes on cleaning rack and slide into dishwashing machine.
- ✓ Close dish machine door
- ✓ Press <start> and release to begin washing cycle.
- ✓ When machine cycle is complete, remove dishes and let air dry before putting away
- ✓ When all dishes are washed, the dishwashing machine must be drained by pressing <drain> and holding it in while the water drains from basin.

Written and approved by Trustees: July 15, 2020

Updated on: February 16, 2023

Note: Delete access code and/or door timer after use.