

Jordan Evangelical Lutheran Church

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MEMORY ROOM/SOCIAL HALL USAGE AGREEMENT

JELC agrees to allow the following named individual or organization:

Name _____

Address _____ Telephone _____

use the JELC MEMORY ROOM or SOCIAL HALL for the following purpose: _____

on (date) _____ at (time) _____

The above-named individual or organization agrees to the following terms and conditions:

- 1) A donation of **\$25 for members** and **\$50 for non-members** would be appreciated to help cover expenses such as heat, electric, air conditioning, etc. Members are expected to set up and take down their own tables and chairs. Please pick up a key from the church office the week prior to event.
- 2) A **\$100 security deposit** is required to reserve date. Please make out a check to JELC for either \$125 or \$150 and you will receive a refund of \$100 after the event (barring any damage to the facility). Final arrangements as to the set up must be complete 1 week in advance (when applicable).
- 3) Absolutely no alcoholic beverages are allowed.
- 4) Helium balloons are not allowed.
- 5) All persons must be out of the building and doors locked **before 11:00 p.m.**
- 5) The room in use is to be kept in good order and the organization/individual is responsible for repairing or replacing damage to the facility due to their use. For this purpose financial indemnity will be acceptable to JELC. Please see the enclosed "*Guidelines for Use of Jordan Evangelical Lutheran Church Facilities.*"

I will adhere to the terms of the above agreement.

Individual or Organization Representative

Date

JELC Representative

Date

