

**RENTALS OF CHURCH FACILITIES - POLICY**

1. The American Lutheran Congregation (ALC) has available facilities which can be rented for teaching purposes or to individuals or organizations with aims and practices not in conflict with those of the church.
2. Applications for rentals of church facilities on a one to one time or regular basis must be submitted in writing to the church in care of the Church Secretary, they can be formally considered by the Board of Trustees (BOT). A member of the BOT or the Church Secretary may approve applications for rentals if the renter has been approved by the BOT the same calendar year.
3. Groups renting church facilities must leave each room in the same condition it was found. This includes the arrangement or storage of furniture, wash and storage of china, pots, pans and a general clean up of the facilities used. Thermostats are to be set at the agreed temperature. Food, coffee, sugar, plastic cups etc. found in the kitchens are property of the church or various church groups and are not to be disturbed.
4. No smoking is allowed. No alcoholic beverages are to be consumed. . No food or drinks are allowed in the Sanctuary.
5. Under no circumstances are the ALC premises to be used for any political activity or sublet to any person(s) or entity. Renters holding public events at the ALC are prohibited from using ALC trademarks, logos or identifying means that may imply endorsement of the event by the ALC, unless otherwise approved by the BOT.
6. A deposit of NOK 1000 is required in advance to cover the key(s) deposit and extra cleaning if not carried out by the renter. The deposit will be refunded upon return of the key(s) and if cleaning has been carried out satisfactorily. In the event the key(s) are lost and/or the facilities are not in good order, the person responsible will be charged for the replacement of the lock and/or leaning/repairing of the facilities used.
7. Keys for rented facilities will be distributed by the Church Secretary. The person to whom the key(s) are given will be held responsible for that the facilities rented are cleaned and in good order.
8. Rental fees charged are on a time to time basis. The maximum time - 4 hours. For rentals longer than 4 hours, the rental charge is 1.5 times the basis rental fee. Renters wishing to rent facilities on a regular basis may negotiate a special rate. The base rental fees are as follows:

Hanson Hall	NOK	1200
Hanson Hall - Nov. 1 - Apr 30	NOK	1500
Large kitchen (light refreshments & coffee)	NOK	650
Large kitchen (dinners)	NOK	1500
Fireside Room	NOK	750
Library	NOK	500
Small kitchen (light refreshments/coffee)	NOK	300
Sanctuary (weddings, funeral etc.)	NOK	2000
Sanctuary - Nov. 1 - Apr. 30	NOK	2500

9. In the event ALC should require use of the rented facilities due to unforeseen circumstances, the ALC will refund the rent paid for that period.
10. All renters must abide by and make themselves acquainted with the following:
  - A. The ALC House Rules
  - B. ALC security procedures
  - C. ALC instructions in case of fire..... which are attached to and are an integral part of this agreement.
11. Payments are to be made in advance to ALC's bank account number 7001.06.85956.

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

**Your Name/Group/Organization:**  
\_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_

**telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Purpose of your rental:** \_\_\_\_\_  
\_\_\_\_\_

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

**Month                      Date                      Year**

**Time:**                      **from** \_\_\_\_\_ **to** \_\_\_\_\_

**Total** \_\_\_\_\_ **hours.**

**Number in attendance:** \_\_\_\_\_

<b>Room requested</b>	<b>1</b> _____	<b>NOK</b> _____
	<b>2</b> _____	<b>NOK</b> _____
	<b>3</b> _____	<b>NOK</b> _____
		<b>Total :</b> _____

**I/We have hereby read and agreed to abide by the policy for Rental of Church Facilities.**

**Name (Print)** \_\_\_\_\_

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

**ALC Board of Trustees**  
**Name (Print)** \_\_\_\_\_

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