

Trinity Ev. Lutheran Church - Facility Lease Agreement

Only valid if accompanied by a completed Invoice/Deposit Form.

Between: Trinity Evangelical Lutheran Church
(Lessor) 10014 - 81 Ave NW, Edmonton, AB, T6E 1W8, (ph) 780.433.1604

And: _____
(Lessee) *Name (if an organization, also give the name of a person representing the organization)*

Full Address

(Address continued)

_____ *Telephone* _____ *E-Mail*

Alternate Contact (Name, Address, Telephone, Email)

Is the Lessee a member of Trinity Ev. Lutheran Church? ___ YES ___ NO

Is the Lessee an organization of the Evangelical Lutheran Church in Canada? ___ YES ___ NO

The Lessor and Lessee agree as follows:

1. That the facilities rented are *(initial all that apply)*:

- | | | |
|---------------------|---------------------------|-------------------|
| _____ Sanctuary | _____ Atrium | |
| _____ Luther Centre | _____ Kitchen | |
| | _____ Dishes & Dishwasher | _____ Tablecloths |

Other (please specify): _____

2. That the facilities shall be available for the use of the Lessee:

a. SINGLE EVENT: (precisely state all dates and times of the event;
e.g., "Thurs, March 8, 2013, 6-9pm, and Fri, March 9, 2013, 10am-1pm")

OR b. REGULAR EVENT:

every _____
(Day of Week/Month)

from _____ (a.m. / p.m.) to _____ (a.m. / p.m.)
(Time) (Time)

for the following time period (maximum 1 year; with the option to renew upon annual review):

from _____ 20__ to _____ 20__
(Date) (Date)

for \$ _____ /month, to be paid on the _____ day of each month.

a. & b. for the following purpose:

a. & b. number of people attending:

_____ persons older than age 2 _____ persons aged 2 and under

3. That the Lessor will provide the following services (initial or fill in as applicable):

_____ Opening and Closing of the facility (building)

_____ Cleanup after the event

_____ Setting up of tables and chairs in Luther Centre

Other: _____

4. That Lessor will provide Opening and Closing of facility (at the current fee). In special circumstances, Lessor may choose to provide access to the church building as follows (*initial or fill in as applicable*):

_____ Lessee is given a building key. *Agreement is only valid if it includes a completed Keyholder Form. Keyholders must be the persons listed under "Lessee" on page 1 of this Agreement. No other persons are permitted to use the keys.*

_____ Lessee is given an alarm code. *Lessee will disarm the alarm on entering and will arm the alarm again if Lessee is the last party on a given day exiting the church building. Lessee will reimburse Lessor for any alarm callouts on any day where Lessee is the last building user on record, as per alarm system log. Only the persons listed under "Lessee" on page 1 of this Agreement are permitted to know and use the alarm code.*

Other: _____

5. That Lessor grants Lessee permission to move or change the items below. At the end of the event, Lessee will return these items to their initial location and condition.

_____ Grand Piano _____ Lectern _____ First row of pews

Other: _____

6. Nonstandard rentals: Lessee will pay Lessor the following rental rate: _____

As approved by the Church Council of Trinity Ev. Luth. Church: _____
(Motion Number & Date)

7. That Lessee will pay a deposit of \$50.00 at least 90 days before the rental. This deposit shall be forfeited if cancellation is less than 90 days before the rental. Lessee will also pay a refundable damage deposit of \$150.00.

8. That the total facility use fee, including deposits, shall be

SINGLE EVENT: _____

ONGOING EVENT: _____
(refer to § 2b above for dates of payment for ongoing events)

9. That Lessee will comply with these rules:
- a. No unauthorized doors (e.g., fire doors) shall be used for entrance or exit during the event.
 - b. Music must be appropriate to a Christian environment.
 - c. No alcoholic beverages shall be served on the premises except wine or beer served with meals.
 - d. There shall be no dancing on the premises except where pre-approved by Church Council.
 - e. There shall be no political activities conducted on the premises except where pre-approved by Church Council.
 - f. There shall be no smoking on the premises.
 - g. Lessee will not engage in activities or use decorations on the premises which cause damage to the premises.
 - h. The Lessee will not move or re-arrange any of the existing church furnishings without explicit approval as documented on the lease agreement.
 - i. The Lessee agrees to pay the cost of repairing any damage to the premises, equipment or furniture, which results from the use of the premises by the Lessee.
 - j. All facilities must be vacated by midnight.
10. That all rental terms and conditions apply as outlined in the Lessor's current facilities use policy.

Signatures:

Date: _____

The Lessor:

The Lessee:

Signature

Signature

Print Name

Print Name