

Lord of Life Lutheran Church
2100 Buffaloe Rd, Garner, NC 27529

Use of Fellowship Hall and Sanctuary

The Sanctuary and/or Fellowship Hall may be rented out by Nonmembers of Lord of Life Lutheran Church under the following conditions:

1. Scheduling of event must be made at least 30 days prior to event through LOL Church Office at 2100 Buffaloe Rd. Garner, NC 27529 or by calling office at (919) 772-9044.
2. There must be a contact person identified with name, phone #, name of organization and contact information. This person will be the responsible party.
3. Responsible party will deliver or send deposit to LOL Church Office. Reservation is not in effect until payment is received.
4. Premises must be left in the condition in which they were found or better.
5. Nothing to be hung on walls, windows or doorways that may potentially cause damage.
6. Doors should remain locked when no one is in the building. Ensure all doors are locked upon departure.
7. All children must be accompanied by an adult and there will be no horseplay, running or reckless behavior.
8. The time limit of an event is limited to 4 hours, including setup and cleanup time. For every additional hour, there will be a charge imposed of \$100/hour.
9. Event must NOT conflict with other LOL activities. If there is a need for Lord of Life Lutheran Church to use the Sanctuary or Fellowship Hall, this takes priority over Nonmember use and event scheduled would need to be cancelled or postponed and rescheduled.
10. Lord of Life Lutheran Church reserves the right to deny any requests that would be deemed inappropriate by our faith.

SANCTUARY:

- All bulletins, tissues, and other items must be removed from pews; outside entrance must be left litter free.
- Do not change or alter the existing layout of furniture, altar or holy water.
- Music not provided unless coordinated through Minister of Music (in which fees may be charged).
- Do not use LOL sound system or change layout of existing microphone at altar.

FELLOWSHIP HALL USE:

- All furniture must be returned to original position, floors swept, and spills wiped up. Do not drag tables on floor but instead, lift and move if necessary.

- No frying food with oil or grease in kitchen. Ovens are for warming foods and heating, etc.
- No alcohol may be served.
- Community refrigerator may be used, but no food may be left over in refrigerators. All dishes, pans, dining utensils should be supplied by your organization or responsible party.
- All trash cans should be emptied. There is a dumpster at the end of the parking lot.

NONMEMBER FEES

Sanctuary..... \$300

Fellowship Hall..... \$350

Reimbursable Deposits

Sanctuary..... \$300

Fellowship Hall..... \$350

If using both, Sanctuary & Fellowship Hall..... \$500

MEMBER FEES

There will be no fees charged for direct members of Lord of Life Lutheran Church for Sanctuary or Fellowship Hall.

* As a current, full-time tenant of the property, Able to Serve may schedule time for use under the “Member Fees” for Able to Serve business only

JANITORIAL SERVICE FEE

If cleaning, repairs or maintenance are needed after the event, an appropriate Janitorial Service Fee will be deducted from the Deposit.

EXCESSIVE TRASH FEE

If trash dumpster reaches capacity and an additional fee is charged to LOL Lutheran Church, this fee will be deducted from the Deposit.