

Community of the Cross Lutheran Church

10701 Bloomington Ferry Road

Bloomington, MN 55438

office@cclcmn.org + (952)941-1247

Please complete and return form to Community of the Cross Lutheran Church. Reservations will be confirmed upon receipt of this completed application form. If requested, a Facility Use Deposit of \$100 will be required. ***Fees are to be paid upon receipt of invoice or in full at least 7 business days prior to the time of event.*** A \$50 cancellation fee will be enforced if 24-hour notice is not given.

Organization Requesting Use: _____

Primary Contact Person(s): _____ Phone: _____

Address: _____

City, Zip: _____ Email Address: _____

Open building at: _____ a.m./p.m. Contact Phone: _____
Contact must arrive before other participants-this is the time the building will be open.

Set up and equipment requirements for a meeting or event, please complete the following:

Number of registration tables, head tables with chairs needed. _____

Please describe your preferred set up (example: number of tables/chairs and placement):

Do you need a microphone, use of projector, drop down large screen, TV Monitor or DVD Player?

Be sure to list all rooms needed, with capacities below. Rooms may not be available for use without prior notice. Use additional sheet/s for more dates and times. Fees are listed on next page.

| Date | Opening Time | Start Time | End Time | Room(s) Requested | Type of Activity | number of persons |
|------|--------------|------------|----------|-------------------|------------------|-------------------|
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Building Use Fees (per event)

| | <u>(first 3 hours-minimum)</u> | <u>(Per Additional Hour)</u> |
|---|---------------------------------|------------------------------|
| Fellowship Hall (FH+)—seats 200 | \$175 (1 st 100 ppl) | \$75 |
| *Custom room set up fee | \$25 per event | |
| Kitchen - with additional room rental | \$50 | \$25 |
| Gathering Space (GS)—max capacity 75 | \$125 | \$50 |
| *Custom room set up fee | \$25 per event | |
| Meeting Room (MR) - max capacity 15 | \$100 | \$25 |
| Classrooms (#2-11) | \$100 | \$25 |
| Nursery – with additional room rental | \$75 | \$25 |
| Parking Lot Rental (PL) | \$150 | \$25 |
| Building Use Fees – for any additional services | \$25/hr or per event | |

FACILITY USE POLICIES - * \$50 Cancellation fee may be charged without a 24-hour notice. Additional fees may be applied for building use, including set-up, rehearsal, preparation, custodial help, additional time needed, for your event outside times listed in this contract.

ALCOHOL POLICY—no alcohol consumption is allowed on church property, indoors or outdoors.

KITCHEN USE POLICY—outside groups must provide their own supplies including plates, cups, utensils, napkins, etc. Renters are responsible for clean-up.

LIABILITY: The applicant agrees to assume full responsibility for injury to persons and damage to property arising from the use of the facility by applicant hereunder and agrees to indemnify and hold harmless Community of the Cross Lutheran Church from any and all claims and damages relating hereto.

BUILDING RENTER/S: If requested, renter promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The renter will provide a certificate of insurance to CCLC at least seven days prior to the date upon which the renter begins to use the above premises. The certificate of insurance will indicate that renter has made CCLC an “additional insured” on renter’s policy with respect to the use by renter of the above described premises.

Signature _____ Date _____