

## Facility Usage Rental Contract

Calvary Lutheran Church

Rapid City, SD

Effective Date: 06.19.25

### Mission:

“Calvary Lutheran Church encourages and supports Christian-oriented functions that reflect the vision of our church and provide educational experiences designed to foster Christian leadership.”

### Facility Usage Rental Contract Agreement

The following contract must be filled in, signed in person, on-site at the church, and submitted along with the up-front security deposit and total rental fees.

Once the contract has been reviewed and approved, it becomes valid. The contracting party will be contacted, and the event date, group name, and responsible contracting party name will be placed on the church calendar. Access to the church facility will be issued based on contract agreement terms at the time of approval.

### Responsible Party / Renter Information

Name:	
Cell Phone:	
Email:	
Name of Event:	
Purpose of Event:	
Event Date and Time:	
Length of Event (Including Setup & Cleanup):	
Expected Number of Participants:	

### Terms & Conditions

- By signing this agreement, the signer and group agree to abide by the Calvary Mission Statement and that no activities will run contrary to the Christian faith and the values of the church.
- This Rental Usage Contract Form needs to be filled out for each event, (preferably one month in advance), and all fees paid up front, including security deposit and rental fees. Fees will be returned if the event is cancelled.
- Rental Usage Contract Form to be filled out at the Calvary office front desk with the assistance of the Office Manager, or other staff.
- The event is not on the calendar until the Rental Usage Contract has been reviewed, up front security deposit and fees have been paid, and the Contract has been approved by Calvary Staff.
- Recurring events like sports practices or learning events are classified as Annual events, and will require an approved, separate, “Annual Contract Agreement”.
- Recreational Scrimmage Event: If the event is a scrimmage game with another team being brought in from the outside, a separate contract will need to be filled out, and individual waivers filled out. Non- member per event fees apply.
- Each participant is required to fill out the “Accident Waiver and Release of Liability” form for each event.
- Church facility access is issued to the renter the week before the event is to take place. The renter is responsible for letting participants into the building. No automatic door opening will be set up. No propping of the doors open allowed.
- Calvary Church Ministry and Calvary Ministry Partner events take priority even if a different, non-church ministry event has been placed on the calendar, (Examples may be a Wedding or Wedding rehearsal of a member family, or an unexpected Funeral and Reception.) The contracting party will be notified ahead should there be an upcoming conflict in scheduling.
- If this is an athletic event/ recreational practice or recurring educational event, the expectation will be that the contract will be used for the entire school year (An agreed on Annual Rental Fee will be applied).

- The person who signs the contract is responsible to be at the event. Minimum of one adult over 18 is required to be in attendance.
- Set up and tear down is the responsibility of the renting party. The facility needs to be left as the facility was found before the event has taken place. (Calvary staff is not providing this service. However, Calvary Custodial Staff may be contracted separately for this work and paid directly by the renting party).
- If there are tables and chairs already set up in the area being rented, and are moved or taken down, these need to be put back into their original place and set back up after the event.
- All basketball, volleyball, pickleball, and Calvary recreational equipment needs to be put away, neatly and in place, when finished with practice. (If this is not put away the Renting Contracting Party will be charged an extra fee per time).
- No use of any of Calvary's sound equipment in the Fellowship Hall/ Gymnasium or Sanctuary is allowed. (However, Calvary Technology Staff may be contracted separately for this work and paid directly by the renting party).
- Kitchen Use: Need to first schedule with Calvary Kitchen Staff, before entering the contract. The kitchen area will be locked. The presence of kitchen staff and payment for this additional service is required for any event where there is preparing or cooking of food. The kitchen may be used for simple storage of food for events upon request. There may be legal issues, and State Health standards that will need to be kept if in the kitchen and using the kitchen for meals.
- If canceling the event – whether it is a one-time event, or a weekly event, it is the responsibility of the contract signer to notify Calvary staff ahead of time to let them know that you will not be in the church facility.
- Fundraising by outside groups that are not fundraisers for Calvary's mission and ministry are not allowed in the church facilities.
- No minor child(ren) are allowed in the church facility without the contracting party or adult designee present. Children are not to be left unsupervised on church grounds.
- For gym rental contracts, access to the facility is limited to the gym and adjoining restrooms only. Sports equipment is not to be used in the narthex, against church walls, doors, windows, etc.
- **Cameras are active and recording on premises at all times.** Calvary Lutheran Church reserves the right to end the contract due to church facility damage or unwelcome behaviors resulting in damage to the church.

## Event Needs & Fees

(All fees must be paid upfront, including security deposit. Fees will be refunded if the event is cancelled.)

Facility/Service	Member Rate	Non-Member Rate
Sanctuary	\$300	\$350
Classroom (Per room, Per event)	\$50	\$75
Kitchen Use (Food Setup & Storage)	\$100	\$150
Kitchen Use (Food Prep & Serving)	\$200	\$250
Fellowship Hall/Gym	\$100	\$150
Recreational Gym Use (2 Hours)	\$50 Per Month/Event	\$75 Per Month/Event
Large Groups (35+ People, 4 Hours)	\$375 + \$40 Custodial Cleanup	\$425 + \$40 Custodial Cleanup
Security Deposit	\$200	\$200

**Internal Approval & Departmental Sign-Off**

<b>Department/Staff Member</b>	<b>Approval (Yes / No) &amp; Notes</b>	<b>Signature &amp; Date</b>
Business Fund Account Manager (Funds Collected)		
Facility Manager (Contract Reviewed & Facility Inspected)		
Kitchen Manager (Kitchen Usage Approved & Notified)		

**Contact Information for Questions & Concerns:**

- Facility Access: Facility Manager - Danial Whittaker \* 720-978-4064 \* dwhittaker@calvaryrapidcity.org
- Payment Questions: Business Fund Account Manager - Tammy Singsaas \* tammy@calvaryrapidcity.org
- Kitchen & Food Service: Kitchen Manager – Carrington Pulaski \* carrington@calvaryrapidcity.org