

Mount Calvary Lutheran Church ELCA
8129 Packard
Warren, MI 48089
Office: 586-757-0319

Information for building rental effective September 1, 2017

Requests may be given by phone to the church Administrative Assistant at the number above. The Administrative Assistant for the church will contact the person wanting to lease the facility and handle the approval and logistics of the agreement. Once final arrangements are complete, the Administrative Assistant will give the set up instructions to Building & Property Chairperson who will handle the arrangements.

Please Print:

Name: _____ Phone #: _____

Address: _____

Is the person requesting building rental a member of Mount Calvary Lutheran Church? Yes No

Type of Activity: _____

Room(s) Requested: _____

Date: _____ Time: _____

Name of Organization: _____

Room	Non-Member	Member	Setup/Teardown/ Cleaning Fee
Gym/Kitchen	\$200	\$100	\$50
Social Room	\$100	\$75	\$25
Classroom	\$75	\$50	\$25
Stage	\$25	\$25	\$15

- Time limit is 4 hours including your setup & departure from building-additional time \$25 per hour. All rooms.
- Refundable reservation fee of \$25 is required at time of reservation

LONG TERM RENTALS: Request must be submitted in writing along with a completed rental application. Said request will be negotiated and approved by Executive Board. The renter is responsible for the condition of the property, of all damage to building, kitchen and all equipment used under your lease agreement. Required clean up by lessees includes wiping up spills on floor, tables, chairs, counter tops and stoves. Wash all dishes, utensils, pots, pans, coffee pots and put them away. Do not leave food or leftovers on counters, or in refrigerator. Do not leave ice in refrigerator (it is not a freezer). Kitchen cleanup is still required even if your dinner is catered. Church property is not to be taken off of premises. The church provides trash bags and bathroom paper products. Napkins and table coverings are not provided.